

Formal Access Application Form

Government Information (Public Access) Act 2009

116 Adelaide Street,
Raymond Terrace NSW 2324

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Raymond Terrace NSW 2324

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DX 21406 | **ABN** 16 744 377 876

Please complete this form to apply for formal access to government information under the Government Information (Public Access) Act 2009 (GIPA Act). If you need help in filling out this form, please contact the Right to Information Officer on (02) 4980 0255 or visit our website at www.portstephens.nsw.gov.au

1. Your details

Surname: _____ Title: Mr/Mrs/Ms

Other names: _____

Postal Address: _____ Postcode: _____

Day-time telephone: _____ Email: _____

The questions below are optional and the information will only be used for the purposes of providing better service.

Place of birth: _____ Main language spoken: _____

Aboriginal or Torres Strait Islander: Yes No (tick one)

Do you have special needs for assistance with this application: _____

Please indicate if you agree to receive correspondence at the above email address. Please note that even if consent is provided, correspondence will be sent to the nominated email at Council's discretion. Yes No (tick one)

Third Party Consultation: Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or agency, Council may be required to consult with third parties before deciding your application. The purpose of this consultation is for Council to determine whether the third party has an objection to disclosure of some or all of the information being requested. Please indicate whether you consent to your identity as an applicant being disclosed to the involved third party:

Yes No (tick one)

2. Proof of identity

Only required when an applicant is requesting information on their own behalf.

When seeking access to personal information, an applicant must provide proof of identity in the form of a *certified* copy of any one of the following documents:

Australian driver's license
with photograph, signature and
current address

Current Australian passport

Other proof of signature and current address details

3. Government information

Please describe the information you would like to access in enough detail to allow us to identify it. Note: If you do not give enough details about the information, the agency may refuse to process your application.

Are you seeking personal information? Yes No (tick one)

4. Form of access

How do you wish to access the information?

- Inspect the document(s) A copy of the document(s)
Access in another way (please specify)

5. Application fee

I attach payment of the \$30 application fee by cash/cheque/money order (circle one). (Note: please do NOT send cash by post)

6. Disclosure log

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency's 'disclosure log'. This is published on the agency's website.

Do you object to this? Yes No (tick one)

7. Discount in processing charges

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

Financial hardship - please attach supporting documentation (e.g. a pension or Centrelink card)

AND / OR

Special benefit to the public - please specify why below:

Applicant's signature:

Date:

Please post this form or lodge it at:

116 Adelaide Street, Raymond Terrace NSW 2324 or PO Box 42, Raymond Terrace NSW 2324

General information about the GIPA Act is available by calling the NSW Information & Privacy Commission on freecall 1800 472 679 or at its website: www.ipc.nsw.gov.au

YOUR PRIVACY

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

Purpose: Public access to Council's documents.

Intended recipients: Council staff and is publicly available under the Government Information Public Access Act 2009.

Supply: Voluntary

Consequence of Non Provision: Insufficient information will be provided.

Storage and security: This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

Access: Please contact Council on (02) 4980 0255 to enquire how you can access information.

FOR OFFICE
USE ONLY

Date application received: File reference: