



Manly Council

Council Offices 1 Belgrave Street Manly
PO Box 82 MANLY NSW 1655
DX 9205 Manly www.manly.nsw.gov.au
Phone 02 9976 1500 Fax 02 9976 1400
Email: records@manly.nsw.gov.au

GENERAL Information Access Request Form

Please complete this form to apply for access to Council information under the Government Information (Public Access) Act 2009 (GIPA Act).

ABN 43 662 868 065

Information will be available within 20 **working** days unless extended (where necessary)

Council reserves the right to decide the conditions and means by which access to information will be provided

Fees - If photocopying, charges apply. Refer to Councils Fees & Charges p28.

Describe the information you wish to access in enough detail for us to identify it. Insufficient detail may result in a delays.

Applicant Details

Name/Company

Postal Address

Suburb

Postcode

Telephone

Email

I agree to receive correspondence at the above email address

Signature

Date

Property Details

Lot No.

Parcel No.

DP/SP No.

Street No.

Street name

Suburb

Postcode

Details of Information requested

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*Optional. Helps identify other/alternate information relevant to your request.

Requests for **personal information** other than your own, may not be in the public interest. If so, you will be notified and given an opportunity to lodge a formal application - fees apply.

Reason for information request

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Proof of Identity

Do you seek access to your own personal information? Yes No

If yes, please indicate what proof of your identification (certified copy) you have attached to this request:

- Current Australian driver's licence; or
- Current Australian passport; or
- Current Australian Credit Card
- Other, please specify

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You acknowledge copies of documents are provided to for information only and that you must obtain the copyright owner's consent if used for any other purpose.

Signature

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Date

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Information removed (Office use only)

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If you are dissatisfied with Councils decision to withhold informaiton you may wish to lodge a formal application or contact the Office of the Information Commissioner on 1800 463 626.

Office use only

Date received

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Officer

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Date processed

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Charges (\$)

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Officer

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Form of Access (to be completed when information supplied)

In person

Applicants signature

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Date

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Electronically

Form/Method

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Date

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Other

Form/Method

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Date

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CS-1A - December 2010