

# Government Information (Public Access) Act 2009



## FORMAL APPLICATION

In accordance with the Government Information (Public Access) Act 2009 ("GIPA") Part 4 Division 1 Section 41 (1), formal access applications **must** comply with the following requirements:

- (a) It must be in writing sent to or lodged at an office of the agency concerned,
- (b) It must clearly indicate that it is an access application made under this Act,
- (c) It must be accompanied by a fee of \$30,
- (d) It must state a postal address in Australia as the address for correspondence in connection with the application,
- (e) It must include such information as is reasonably necessary to enable the government information applied for to be identified.

If you require assistance in completing this form, please contact Customer Services on (02) 4325 8222 or visit our website at [www.gosford.nsw.gov.au](http://www.gosford.nsw.gov.au) .

### 1. Your details

**Surname:**.....

**First Name(s):** .....

**Title:** Mr / Mrs / Ms / Other.....

**Email:**.....

**Postal Address:**.....

**Suburb:**.....**State:**.....**Postcode:**.....

**Telephone number(s):**.....

## 2. Details of Application

Please describe the information you would like access to in enough details to assist us with identification:

*Note: If you are not specific about the information you require Council may refuse to process your application; however Council will endeavour to assist in defining the request to a more manageable one.*

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Date Range of documents required:..../.../.... to ..../.../....

Do the documents contain information about your personal information?

☐ Yes ☐ No

**Personal Information** means information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual (whether living or deceased) whose identity is apparent or can be reasonably be ascertained from the information or opinion.

## 3. Document Provision

In the interests of the environment and as is consistent with Council's Environment Policy, this information will be provided electronically, therefore please ensure you have provided an email address. An alternative method of provision may be considered.

## 4. 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 Council's *disclosure log*. The log will contain what information was requested, the date of request, the number of pages released and how other members of the public can access it. No personal details will be provided on the disclosure log.

## 5. Fees and Charges

I attach cheque / money order / cash to the amount of \$30 required with the application to cover the application fee. **(Please do not send cash through the mail.)**

I understand that I may be required to pay processing charges in respect of this request and that I will be supplied with a statement of charges if appropriate.

**Note:** In certain cases a 50% reduction in processing charges may apply. If you consider you are entitled to a reduction, please provide copies of supporting documents with this form.

I am requesting a reduction in processing charges: [ ] Yes [ ] No

Applicant's signature:.....Date:.....

Send applications to:

Chief Executive Officer  
PO Box 21  
Gosford NSW 2250

