

Formal Access Application under the *Government Information (Public Access) Act 2009*

Important Information:

Prior to submitting this form, please read the important information below to help you understand the application process. If you need help in filling out this form, please contact Council's Legal & Research Officer on 02 4350 5223 or visit Council's website at www.wyong.nsw.gov.au.

Privacy Notification:

Some of the information you provide on this form is your personal information, including for example your name and contact information. This information is being collected by Council for the purpose of processing your application and will be accessible by Council staff. It is voluntary for you to provide your personal information on this form, however if you do not provide the information, Council may be unable to process your application. You may apply to access or amend the personal information provided on this form at any time.

1. Your Details:

Name: _____

Organisation (if applicable): _____

Application on behalf of (if applicable): _____

Address: _____

Postcode: _____

Telephone No.: _____

Email: _____

NOTE: If you are applying on behalf of someone else, you will need to attach the written consent of that person to this form. Council will not process your application without this consent. Council's Authority to Deal with Council form may be used for this purpose.

2. Proof of Identity:

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

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

- Australian driver's licence (with photograph, signature & current address)
- Current Australian passport
- Other proof of signature and current address details (e.g. Pension Card, copy of recent electricity or telephone bill)

3. Information Requested:

Please describe the information you have requested in enough detail to allow us to identify it. Please attach an additional page if required.

NOTE: If you do not give enough details about the information you are applying for, Council may refuse to process your application. Alternatively, Council may contact you to clarify your application.

4. Form of access:

How do you wish to access the information?

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

5. Fees & Charges:

Attached is a cheque/ money order for the sum of \$30 to cover the application fee. If you are paying the application fee in cash, your application will need to be lodged at one of Council's Customer Contact Centres.

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

If you are the holder of a Pensioner Concession Card, a full time student or a non-profit organisation, Council is required to apply a 50% reduction to the processing charges (not the application fee) which may apply to your application. If you wish to apply for a discount, please indicate the reason, and provide any supporting documentation, for example, a certified copy of your concession card/ student card etc:

- Pensioner Concession Card holder, full time student or non-profit organisation
- Financial hardship
- Special benefit to the public – please specify your reasons below

6. Disclosure Log:

If the information you have applied for 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'. This is published on Council's website.

Do you object to this? **Yes/ No** (circle one)

IMPORTANT INFORMATION

1. Timeframes

Council will process your application as soon as practicable after it is received. The GIPA Act allows Council 20 business days to process an application which can be extended if consultation with a third party is necessary or by agreement with the applicant.

2. Consultation

Council may be required to consult with other persons/organisations in order to process your application. Council will not release your identity to another person/organisation without your express consent, however your identity may become known by a third party, as a result of the consultation process.

3. Decisions on applications

Council can make any one of the following decisions in regard to your application:

- To provide access to the information requested;
- Council does not hold the information requested;
- The information is already available to you;
- That there is an overriding public interest against disclosing the information;
- To refuse to deal with your application;
- To refuse to confirm/ deny that information is held by Council where there is an overriding public interest against confirming/ denying that fact.

7. Signature of Applicant:

Sign: _____

Date: _____

8. Address for applications:

Send applications to: The General Manager
Wyong Shire Council
PO BOX 20
WYONG NSW 2259

Office Use Only:

Fee Received: \$30

Receipt No.: