



Government Information (Public Access) Act 2009

Formal Access Application

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

Your Details

Name:

Postal Address:

Suburb: Postcode:

Day-time Contact:.....

Details of Information Sought

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not supply enough detail, this application may be refused.

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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)

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Public Interest Test

Under the GIPA Act, a public interest test may apply in considering the release of information sought in this application. Please state what public interest considerations (if any) should be considered in determining the application.

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Application Fee

I attach payment of the \$30 application fee

Processing Charges

Processing charges are \$30 per hour. We will contact you to advise estimated costs - you may be required to make an advance deposit (50%) of the total estimated processing charges.

Applicants seeking personal information (about themselves) are entitled to 20 hours processing time before additional fees will apply.

Some applicants may be entitled to a 50% reduction in processing charges. If you wish to apply for a discount, please indicate the reason;

- Personal information sought
- Financial hardship – please attach supporting documentation - Pension or Centrelink card
- Information sought is of special benefit to the public – please specify why below:

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Disclosure Log

Under GIPAA Council is required to keep a disclosure log of formal applications.

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 disclosure log published on the Council's website.

Do you object to this? Yes No

Release of Information

Should a third party request it, do you consent to the release of your name as the applicant to this request?

Yes No

Lodging the Application

This application may be lodged;

In person - Council's Administrative Centre 1 Stratheden Street Kyogle

By mail - PO Box 11 Kyogle NSW 2474

Applicant's signature: Date: