

Formal Access to Information Application (Pursuant to the Provisions of Section 41 of the Government Information (Public Access) Act (NSW) 2009



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<p>Applicant</p>	<p>Name:</p> <p>Address:</p> <p>Suburb: Postcode:</p> <p>Telephone No: (BH) (AH)</p> <p>Mobile: Fax:</p>
<p>Details of Application</p>	<p>I request access to document/s concerning:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>These documents do / do not contain information about my personal affairs. <i>(Please cross out whichever does not apply)</i></p>
<p>Form of Access</p>	<p>Unless there is an overriding public interest against disclosure, Council will endeavour to provide access to the information in the way requested unless to do so would:-</p> <ul style="list-style-type: none"> • Interfere unreasonably with the operations of the Council or result in Council incurring unreasonable additional costs, or • Be detrimental to the proper preservation of the record, or • Involve an infringement of copyright. <p>I wish to inspect the document(s) Yes/ No (Please circle the appropriate)</p> <p>I require a copy of the document(s) Yes/ No (Please circle the appropriate)</p> <p>I require access in another form: - (please specify)</p> <p>.....</p>
<p>Fees and Charges</p>	<p>Attached is a cheque / money order / cash to the amount of \$30 to cover the application fee. (Please do NOT send cash through the mail). A processing fee of \$30 per hour applies. If the application is concerning your personal affairs the first 20 hours of processing does not attract a processing fee.</p>
<p>Privacy</p>	<p>Council is collecting your personal information which you voluntarily submit, so as to process your application. The intended recipients are Council staff and maybe third parties in accordance with legislative requirements. You have the right of access to, and correction of this information which is stored at Council offices.</p>
<p>Declaration by Applicant</p>	<p>I understand that if I request copies of documents I will be required to pay photocopying charges in respect of this request and that I will be supplied a statement of charges if appropriate.</p> <p>Signature: Date:</p>

Please note the clarity of photocopies will depend on the quality of the original document.