

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need help in filling out this form, please contact the Right to Information Officer on 9707 0000 or visit our website at www.cbccity.nsw.gov.au

1. YOUR DETAILS

Surname: Title: Mr / Mrs / Ms

Other names:

Address: Postcode:

Daytime Ph.: Mob: Fax:

Email:

 I agree to receive correspondence to the above email address.

The questions below are optional and the information will only be used for the purposes of providing better service.

Place of birth: Main language spoken:

Aboriginal or Torres Strait Islander: Yes / No (circle one)

Do you have special needs for assistance with this application:

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.....
.....**2. PROOF OF IDENTITY**

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

- | | |
|--|--|
| <input type="checkbox"/> Australian driver's licence
with photograph, signature and current address | <input type="checkbox"/> Current Australian passport |
| <input type="checkbox"/> Other proof of signature and current address details | |

3. GOVERNMENT INFORMATION

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

Note: If you do not give enough details about the information, the agency may refuse to process your application.

Are you seeking personal information? **Yes / No** (circle one)

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ACCESS TO COPYRIGHT PROTECTED DOCUMENTS

In accordance with Section 72(2)(c) of the Government Information (Public Access) Act 2009, Council will not release information that is copyright protected unless the copyright owner has expressly consented in writing. View access to documents may be provided.

4. 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)

5. LODGEMENT OF APPLICATION AND APPLICATION FEE

I attach payment of the \$30 application fee by cash / cheque / money order (circle one).

(Note: please do NOT send cash by post and cheques to be made payable to Canterbury-Bankstown Council)

In Person: Bankstown Office
Customer Service Centre
Upper Ground Floor of Civic Tower
66-72 Rickard Road, BANKSTOWN NSW 2200
Campsie Office
Administration Centre
137 Beamish Street, CAMPSIE NSW 2194
Mail to:
Canterbury-Bankstown Council
PO Box 8, BANKSTOWN NSW 1885

6. 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 the agency's 'disclosure log'. This is published on the agency's website.

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

7. DISCOUNT IN PROCESSING CHARGES

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

Financial hardship – please attach supporting documentation (e.g. a pension or Centrelink card).

AND / OR

Special benefit to the public – please specify why below:

.....

Applicants' signature:

Date:

PRIVACY STATEMENT

Council is required under the Privacy and Personal Information Protection Act 1998 (PPIPA) to collect, maintain and use your personal information in accordance with the Privacy Principles and other relevant requirements of the PPIPA. Personal information requested on this form will only be used to fulfil the purpose for which it is being collected. Provision of this information is voluntary and is required to help process your application. Council is regarded as the agency that holds the information and access is restricted to council officers and other authorised people. You may apply to access or amend the information. For further information or clarification please contact the Privacy Contact Officer at Council.