



Government Information (Public Access) Act 2009 ACCESS APPLICATION

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009* (GIPA Act). If you require assistance filling out this form, please contact the Access to Information Officer on (02) 49210481 or visit our website at www.lakemac.com.au

1. Your details

Surname: **Title:**

First name:

Organisation Name (if applicable):

Postal address:

Postcode:

Day-time telephone: **Facsimile:**

Email:

I agree to receive correspondence at the above email address.

2. Government information

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

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

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Are you seeking personal information? **Yes** / **No**

Note: Personal information means information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information.

3. Form of access

Our preferred method for releasing information is via email. If you wish to access the information in another way, please indicate below:

- A photocopy of the document(s) Inspect the document(s)
- Access in another way (please specify)

4. Disclosure log

If the information sought is released and Council feels it would be of interest to other members of the public, details about your application may be recorded in Lake Macquarie City Council's 'Disclosure Log'. This is published on Council's website.

Do you object to this? **Yes** / **No**

5. 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. The application fee is the prescribed fee as per the GIPA Act and will not be discounted or waived).

6. Discount in processing charges

Your application may be the subject of an additional processing charge of \$30 per hour; however, if your application relates to your personal information, the first 20 hours of processing time are free. 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:

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Applicant's signature: Date:

Please post this form or lodge it at: Lake Macquarie City Council
126-138 Main Road, Speers Point NSW 2284
Box 1906 Hunter Region Mail Centre 2310

General information about the GIPA Act is available by calling the Information and Privacy Commission NSW on enquiries line 1800 472 679 or on its website: www.ipc.nsw.gov.au

Office use only

Date application received:

Paid: