

Government Information (Public Access) Act 2009

FORMAL 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 need help in filling out this form, please contact the Right to Information Officer on 65393710 or email us at council@muswellbrook.nsw.gov.au

1. Your details

Surname _____ Title _____

Other Names _____

Postal Address _____

Town _____ Post Code _____

Daytime Telephone _____ Facsimile _____

Email _____

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

I agree to receive correspondence at the above email address

2. Proof of Identity

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

When seeking access to personal information, an applicant must provide proof of identity in any one of the following documents:

Australian Driver's Licence
With photograph, signature and current address

Current Australian Passport

Other proof of signature and current address

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.

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Are you seeking personal information? Yes No

4. Form of Access

How do you wish to access the information?

Inspect the Document(s)

A copy of the Documents(s)

Access in another way (please specify) _____

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5. Application Fee

I attach payment of the \$30 application fee by:

Cash

Cheque

Money Order

Note: Please do not send cash by Post

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

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:

Applicant's Signature

Date:

Please post this form (together with the \$30 application fee) to General Manager, Muswellbrook Shire Council, PO Box 122, MUSWELLBROOK NSW 2333 or lodge it at 157 Maitland Street Muswellbrook.

PRIVACY NOTE:

This form, together with your personal information, will be made available to any person under the GIPA Act. If you have not objected to your application details being provided on Council's disclosure log, the personal information will be available on Council's website. The details are available to the general public until disposed of in accordance with the NSW Records Act.

OFFICE USE:

Date received:

Receipt Number:

Application Acknowledged (date)

Consultation Required?

Yes

No