

Access Application

Government Information (Public Access) Act 2009

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 6549 3700 or visit our website at www.muswellbrook.nsw.gov.au

Your details

Title	<input type="text"/>	Given names	<input type="text"/>	Last name	<input type="text"/>
Postal address	<input type="text"/>				
Daytime phone	<input type="text"/>				
Email address	<input type="text"/>				

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

Place of birth	<input type="text"/>	Main language spoken	<input type="text"/>
Aboriginal or Torres Strait Islander:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Detail any special needs you may have for assistance with this application			
<input type="text"/>			

☐ I agree to receive correspondence at the above email address.

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 the form of a certified copy of any one of the following documents:

- ☐ Australian drivers licence
with photograph, signature and current address
- ☐ Australian passport
- ☐ Other proof of signature and current address

Government 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 give enough details about the information, the agency may refuse to process your application.

Are you seeking personal information? ☐ Yes ☐ No

Form of access requested

How do you wish to access the information?

☐ Inspect the document(s) ☐ A copy of the document(s) ☐ Access in another way (please specify):

Application fee an application fee of \$30 for each request

Council's Customer Service Team will contact you to take payment. A merchant fee is applicable on all credit card transactions.

Payment Contact Name

Payment Contact Number

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 Council's 'disclosure log'. This is published on the Council's website

Do you object to this? ☐ Yes ☐ No

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 – attach supporting documentation (eg a pension or Centrelink card).

☐ Special benefit to the public – please specify why below:

Applicant's signature

Date

Muswellbrook Shire Council is committed to protecting your privacy. We take all reasonable steps to comply with relevant legislation and Council policy. For further information phone 02 6549 3700 or email council@muswellbrook.nsw.gov.au.

Office use only

Date application received

File Reference