



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 with completing this form, please contact Council’s Right to Information Officer on (02) 6817 8800 or visit our website at www.gilgandra.nsw.gov.au

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: www.oic.nsw.gov.au

APPLICANT'S DETAILS

Surname:	Given Names:	
Title: (Mr/Mrs/Ms):		
Postal address:		
Contact Telephone Number(s):	(Home)	(Work)
Mobile:	Email:	

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, Council may refuse to process your application)

Is the information about your personal affairs? NO
 YES – Proof of identity required (see below)

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 Driver’s Licence (with photograph, signature and current address)
- Current Australian Passport
- Other proof of signature and current address details

FORM OF ACCESS

How do you wish to access the information?

- Inspect the document(s)
- A copy of the document(s)
(please note : if copies of documents are required a photocopying charge of \$0.30 per copy will apply)
- Access in another way (please specify).....

APPLICATION FEE (Please do not send cash through the mail)

I attach payment of the \$30 application fee (Cash / Cheque / Money Order)

I understand I may be required to pay processing charges (\$30/hour) in respect of this request and that I will be supplied with a statement of charges if appropriate.

Note: In certain cases a 50% reduction in processing fees and charges may apply. If you wish to apply for a discount, please indicate the reason:

- Financial hardship – please attached supporting documentation, eg pension card

AND / OR

- Special benefit to the public – please specify details

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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 Council’s website.

Do you object to this?: YES / NO

DECLARATION

Signature:	Date:
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Please lodge this form with: Gilgandra Shire Council,
PO Box 23 (Warren Road)
GILGANDRA NSW 2827

OFFICE USE ONLY

Proof of Identity verified by:	
Request received by:	Date:
Total fees paid:	Receipt No:
Referred to:	Department:
Completed by:	Completion date: