**Government Information (Public Access) Act 2009**

**Formal Access Application**

**1. Your Details**

**Surname:**………………………………………………………………. **Title:** Mr / Ms / Mrs / Miss

**Other names:**……………………………………………………………………………………………………………………………………….

**Postal Address:**…………………………………………………………………………………………………………………………………….

**Suburb:**………………………………………………………………………………………..**Postcode:**………………………………………...

**Telephone:…………**………………………………………………………………………………………………………………………………..

**Email:**………………………………………………………………………………………………………………………………………………..

* I agree to receive correspondence at the above email address

**Do you have special needs for assistance with this application:**……………………………………….............................................

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**2. Proof of Identity**

*Only required when an applicant is requesting information on their 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

**3. Government Information**

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

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

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

**4. Form of Access**

How do you wish to receive the information?

Inspect the document(s) **OR**  A hard copy of the document(s) **OR** An electronic copy of the document(s)

**5. Application Fee**

I attach payment of $30 application fee by cash / cheque / credit card (circle one)

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 Council’s ‘disclosure log’. This is published on the Council’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 evidence:

Pensioner Concession card issued by the Commonwealth that is in force, or

Full time student, or

Non-profit organisation

**AND / OR**

Special benefit to the public – please specify why below:

………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………

Applicant’s Signature:…………………………………………………………………….. Date:…………………………………

**8. Private and Personal Information**

The personal information Council is collecting from you as part of this application is collected for a lawful purpose and is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998.*

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Please post this form or lodge it at: Civic Centre, 184 – 194 Bourke Street, Locked Bag 22, GOULBIURN NSW 2580

Or email to [council@goulburn.nsw.gov.au](mailto:council@goulburn.nsw.gov.au)

General Information about the GIPA Act is available by calling the Information and Privacy Commission on 1800472679 or visit the IPC’s website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

*Office Use only*

Date Application Received:…………………………………………Payment Received:………………………………………..