

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 4823 4444 or visit our website at council@goulburn.nsw.gov.au

1. Your details

Surname: **Title:** Mr / Ms / Mrs / Mx
First name:
Postal address:
Suburb: **Postcode:**
Day-time telephone:
Email:

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

2. 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.

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If you have applied at any time to another agency for substantially the same information, please provide the name of the other agency:

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3. Proof of Identity

Only complete this section if you are seeking your own personal information.

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

If seeking your own personal information you 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

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4. Form of access

How do you wish to access the information?

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

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)

6. Third Party Consultation

Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or government agency, Council may be required to consult with third parties before deciding your application. The purpose of this consultation is for Council to determine whether the third party has an objection to disclosure of some or all of the information being requested. Please indicate whether you consent to your identity as an applicant being disclosed to the involved third party.

Do you object to this? **Yes / No** (circle one)

7. 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)

8. 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 current, or
 - ☐ Full time student, or
 - ☐ Non-profit organisation

AND / OR

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

Applicant's Signature: Date:

If you are acting on behalf of your client, please provide a separate written authority

9. 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*.

Please email this form to: council@goulburn.nsw.gov.au or post to: Locked Bag 22, GOULBURN NSW 2580
or lodge it at: Civic Centre, 184 – 194 Bourke Street

General information about the GIPA Act is available by calling the Information and Privacy Commission on
1800 472 679 or visit the IPC's website: www.ipc.nsw.gov.au

Office use only

Receipt Number:

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