

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 to fill out this form, please contact the Right to Information Officer on 4823 4444 or visit Council's website [council@goulburn.nsw.gov.au](mailto:council@goulburn.nsw.gov.au)

**1. Your details**

**First name:** ..... **Surname:** .....  
**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**

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

*Only complete this section if you circled "Yes" and are seeking your own personal information.*

**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

**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**

Payment of the \$30 application fee will be made:

- with attached cheque OR  in person at the Civic Centre OR  Credit Card over the phone

If paying by credit card over the phone it is the responsibility of the applicant to contact Council on 4823 4444 to make payment.

(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.

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:

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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. Refer to Council’s Privacy Management Policy for further information https://www.goulburn.nsw.gov.au/Council/Policies

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, GOULBURN NSW 2580
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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