

Government Information (Public Access) Act 2009

REQUEST FOR INFORMATION (Formal 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 in filling out this form, please contact the Public Officer on 4232 0400.

1. Your details

Surname: **Title:** e.g. Mr / Ms /

First name:

Company (if applicable):.....

Postal address: **Postcode:**

Day-time telephone **Email:**

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

Place of birth: **Main language spoken:**

Aboriginal or Torres Strait Islander: Yes / No (circle one)

Do you need special assistance to complete this application form?:

.....

If you agree to receive correspondence at the above email address please tick the box.

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.

.....

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

Privacy legislation prevents Council from providing personal information about a third party without their prior consent (except in a few circumstances). Why are you requesting personal information?

.....

If the information is about a specific property, please provide the following if possible:

Address:

DP or SP if known: Are you the owner? Yes / No

NB: For property information, if you are not the current owner you may be asked to provide evidence of recent purchase or written authorisation from the current owner(s).

3. Form of access

How do you wish to access the information?

- Inspect the document(s) A copy of the document(s)
- Access in another way (please specify).....

4. 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)

5. 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** (circle one)

6. Discount in processing charges

If you are given access to the information sought, 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 documentation (eg a pension or Centrelink card).

AND / OR

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

Applicant's signature: Date:.....

Please lodge this form:
at Kiama Municipal Council - 11 Manning Street, Kiama (between – 8:45am to 4:15pm Mon-Fri) or
post it to: Kiama Municipal Council - PO Box 75, Kiama, NSW , 2533, or
fax it to: 4232 0555, or **email to council@kiama.nsw.gov.au**.

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 194 210 or at its website: <www.informationcommissioner.nsw.gov.au>.

Office use only

Date application received:

File reference: