



Government Information (Public Access) Act 2009 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 Right to Information Officer on 02 44284100 or visit our website at www.olg.nsw.gov.au

Your Details

Surname:.....Title: Mr / Ms

Other names:.....

Postal address:.....

Postcode:.....

Day-time telephone:..... Facsimile:.....

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 have special needs for assistance with this application:.....

.....

I agree to receive correspondence at the above email address.

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 Current Australian passport with photograph, signature and current address
- Other proof of signature and current address details

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, the agency may refuse to process your application.

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

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

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)

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)

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 the agency's 'disclosure log'. This is published on the agency's website.

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

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 documentation (eg a pension or Centrelink card).

AND / OR

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

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Applicant's signature: Date:

Please post this form to Office of Local Government, Locked Bag 3015, Nowra NSW 2541