

# Government Information (Public Access) Act 2009 ACCESS FORMAL APPLICATION



Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009* (the GIPA Act). For further information, please contact the Council on 02 6930 1800 or visit our website at <https://www.coolamon.nsw.gov.au/about/access-to-information.aspx>

## APPLICANT

Title	Given Name/s	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Organisation

Postal Address	Postcode
<input type="text"/>	<input type="text"/>

Daytime telephone	Facsimile	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you are acting on someone's behalf please provide that person's:

Given Name/s	Family Name
<input type="text"/>	<input type="text"/>

Please attach proof of your authorisation to act on the person's behalf, such as legal documentation in support of your authority (for example: a client agreement if you are a solicitor) or written authorisation from the person concerned.

## 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 (with photograph, signature and current address)
- Current Australian Passport
- Other proof of signature and current address

## GOVERNMENT INFORMATION

Please describe the information you would like to access in enough detail to allow us to identify it; i.e. Building & Development Records, Address, Lot/Section/DP.

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

**Third Party Consultation** – Council may need to consult with other parties about the release of the information that you have requested. Do you object to your name being released to these parties?

No, I have no objection to the release of my name  Yes, I object to the release of my name

### 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)

### 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

### APPLICATION FEE

I attach payment of the **\$30 application fee** by  Cash (only at Council's Administration Offices)  
 (**Note:** please do **NOT** send cash by post)  Cheque  Invoice (processing will not commence until paid in full)

If you are given access to the information sought, you may be asked to pay a charge for processing the application (\$30 / hour).

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### PRIVACY

In making this application, you are providing personal information such as name and contact details. This information will be used for the purpose of assessing your application and ensuring we are able to remain in contact with you regarding the status of your application. Your personal information will be accessed by persons who have been authorised to do so, including the decision maker for your application. Your personal information will be handled in accordance with the Privacy and Personal Information Act, 1998.

### SIGNATURE

1. I declare that the information given on this application form is true and correct.
2. I understand that I must seek the Copyright Owner's consent in order to use any part of a copyright document for any other purpose.

Applicant's name

Applicant's signature

Date

## HOW TO LODGE THIS APPLICATION

<b>In person:</b> Coolamon Shire Council 55 Cowabbie Street Coolamon NSW 2701 8.30am – 5.00pm Monday to Friday	<b>Mail:</b> Coolamon Shire Council PO Box 101 Coolamon NSW 2701 <b>Email:</b> council@coolamon.nsw.gov.au
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## OFFICE USE ONLY

Received by <input type="text"/>	Date received <input type="text"/>
Receipt no. <input type="text"/>	Invoice no. <input type="text"/>

Information about the GIPA Act is available by calling the Information and Privacy Commission on freecall 1800 472 679 or at its website [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)