

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

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 Executive Manager Corporate Governance on 6889 9999 or visit our website at [www.narromine.nsw.gov.au](http://www.narromine.nsw.gov.au)

## 1. Your details

**Surname:** ..... **Title:** Mr / Ms / Other .....

**Given names:** .....

**Postal address:** .....

**Postcode:** .....

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

**Email:** .....

Do you have special needs for assistance with this application:

.....

.....

I agree to receive correspondence at the above email address.

## 2. 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 details

## 3. 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)

**4. 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 .....

**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. 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)

**7. 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**

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Special benefit to the public – please specify why below:

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Applicant's signature: .....

Date: .....

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Please post this form or lodge it at:- 124 Dandaloo Street, Narromine, NSW, 2821

*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](http://www.ipc.nsw.gov.au)*

**Office Use Only**

*Date Application Received* .....

*File reference* .....

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