

Contact Details:

PO Box 208
Scone NSW 2337
Phone: (02) 6540 1100 ♦ Fax: (02) 6545 2671
Email: council@upperhunter.nsw.gov.au

Office Locations:

34 – 40 Vennacher Street, Merriwa
47 Mayne Street, Murrurundi
135 Liverpool Street, Scone



**Government Information (Public Access) Act 2009
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 Right to Information Officer on 02 6540 1122 or visit our website at www.upperhunter.nsw.gov.au

1. Your details

Company Name

Title **Surname** **Given Name/s**

Postal Address

Day-time telephone **Facsimile**

Email Address

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

Is the information about your personal affairs?

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 OR
- Current Australian passport OR
- 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.

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

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

Do you object to this?

7. 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:

8. Applicant Declaration

Applicant's Signature

Date:

9. Privacy & Personal Information Protection Notice

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information are officers within Council; data service providers engaged by Council from time to time; any other agent of Council.

The supply of the information is voluntary. If you cannot provide or do not wish to provide the information sought, Council will be unable to process your application.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppresses your personal information from a public register. Council will consider any such application in accordance with the Act. Council is the agency that holds the information.

Enquiries concerning this matter can be addressed to the Public/Privacy Officer.

Office Use Only

Receiving Officer:	Date Received:	Receipt No:
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General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: www.oic.nsw.gov.au