

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 Section 8
INFORMAL ACCESS APPLICATION**

This form is to be used for access and/or disclosure of documents held by the Council within files or stored electronically on Council's records management system

1. Applicant's details

Company Name

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

Postal Address

Day-time telephone **Facsimile**

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. I require access to the following information:

4. Form of access

I wish to inspect the documents at Council's Administration Building

OR forward by

5. Copying Charges

Copy charges may apply in accordance with Council's adopted fees and charges.

6. Owner's Consent (to be completed if not the Applicant)

Access to property information will require the owner's consent. Copyright laws are applicable. Architect's consent may also be required.

Owner's Name

Phone Number

I/we consent to the lodgement of the application

Owner's Signature

Date

7. Applicant Declaration

Applicant's Signature

Date

8. 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.