

GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 FORMAL ACCESS APPLICATION FORM



Please complete the details of your request below and forward this form to Upper Hunter Shire Council.

Upper Hunter Shire Council
PO Box 208
Scone NSW 2337

E: council@upperhunter.nsw.gov.au
P: 02 6540 1100

Office locations: 135 Liverpool Street Scone | 34-40 Vennacher Street Merriwa | 47 Mayne Street Murrurundi

1. APPLICANT DETAILS

Company Name: _____

Title: Mr Mrs Ms **Surname:** _____ **Given Name(s):** _____

Postal Address: _____

Suburb: _____ **Postcode:** _____

Contact Number: _____ **Fax:** _____

Email Address: _____

I agree to receive correspondence to the above email address.

I agree to the release of my name to any other (third) parties Upper Hunter Shire Council needs to consult as part of my application.

2. PROOF OF IDENTITY

An applicant must provide proof of identity upon lodgement:

1. in its original format at a Council Administration Centre; or

2. in the form of a certified copy if lodgement is not made in person (ie via post or email).

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

Have you at any time applied to another agency for substantially the same information you are requesting from Upper Hunter Shire Council Yes or No If Yes, identify the agency: _____

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 \$30 - Do not send cash by post

Payment has been made by: cash cheque money order direct transfer credit card

6. 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 in the form of: Pensioner Concession Card, full-time student, Non-Profit Organisation (including person applying for or on behalf of non-profit organisation); and/or
- Special benefit to the public – please specify: _____

7. APPLICANT DECLARATION

Applicant’s Signature: _____ **Date:** _____

PRIVACY STATEMENT

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. Any personal information supplied or collected will only be stored and processed for lawful purposes directly related to the functions and activities of Upper Hunter Shire Council.
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

Office Use Only

Proof of Identify: Originals Sighted Certified Copy Received **Officer initials:** _____
Date Received: _____ **Receipt No:** _____ **Job No:** (420) 1140.130.220