

# GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 INFORMAL RELEASE 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](mailto:council@upperhunter.nsw.gov.au)  
P: 02 6540 1100

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

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## 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.

## 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. I REQUIRE ACCESS TO THE FOLLOWING INFORMATION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 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. COPYING CHARGES

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

## 6. APPLICANT DECLARATION

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### 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](http://www.oic.nsw.gov.au)

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### Office Use Only

**Proof of Identify:**  **Originals Sighted**                       **Certified Copy Received**

**Date Received:** \_\_\_\_\_ **Officer Initials:** \_\_\_\_\_