

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

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.

Are you seeking personal information? Yes No

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 - Do not send cash by post

I attach payment of the \$30 application fee by: cash cheque money order

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 Council's 'disclosure log'. This is published on Council's website.

Do you object to this? Yes No

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 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 why below:

8. 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. The intended recipients of the personal information are officers within Council; data service providers engaged by the Council from time to time; and any other agent of the Council.

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

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

Lodgement Method: In person Mail Email

Proof of Identify: Originals Sighted Certified Copy Received **Officer initials:** _____

Receiving Officer: _____ **Date Received:** _____ **Receipt No:** _____

Job No: (420) 1140.130.220