

# GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 INFORMAL 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](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: \_\_\_\_\_

Is the information about your personal information?       Yes       No

## 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. DOCUMENT INSPECTION/DELIVERY DETAILS

I wish to inspect files at Council's Administration Building:       Yes       No

Please forward by:       Mail       Fax       Email

## 5. COPYING CHARGES

Copying 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. Third party consent may also be required.

**Owner's Name/s:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

I/we consent to the lodgement of the application.

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

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

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

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### Office Use Only

**Lodgement Method:**  In person  Mail  Email

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