



# Access to Information Application

Government Information (Public Access) Act 2009 ("GIPA")

ORANGE CITY COUNCIL  
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## How to complete this form

- 1 Please print clearly in BLOCK LETTERS with a black or blue pen.
- 2 Please ensure all sections have been filled out correctly. **All fields marked with an \* are mandatory** and must be completed before submitting the application. Please tick  the appropriate boxes.
- 3 Once completed, please lodge it with Council via mail or in person.

## Section 1 Applicant Details

All fields marked with an \* are mandatory and must be completed

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

Company name (if applicable)

Postal Address\*      Town/City/Suburb\*      Postcode\*

Contact Telephone\*      Facsimile (if applicable)

Email address (if applicable)

## Section 2 Information requested

Please describe the information you seek. Note: If you do not give enough details about the information, Council may not be able to process your application.

Proof of identity may be required for personal information (see Section 5)

Property owner's consent may be required (see Section 5)

If you require more space, please attach additional pages

Date range of documents required      /      /      to      /      /

Please complete if applicable

## Section 3 Property Details (if relevant)

If you are applying for access to information held by Council on a particular property or development please complete this section, in addition to Sections 1 & 2 above

Street No.\*      Street Name\*

Lot No/s (if known)      Section No. (if known)      DP/SP No. (if known)

Owner       Purchaser of property       Solicitor/Conveyancer

Agent      Other

### OFFICE USE ONLY

### RECORDS STAMP

Date received:      Receiving officer:      Certified copy Proof of Identity attached:  
 Yes       No

## Section 4 Why do you want this information?

Please complete to assist Council in processing your application

*If you require more space, please attach additional pages*

## Section 5 Proof of Identity/Property Owner's consent

Personal Information

When seeking access to their **personal information**, an applicant must provide proof of identity in the form of a **certified copy** of any one of the following documents:

- Current Australian Driver's Licence  Current Australian Passport  
 Other proof of signature and current address details

Non "open-access" information including Internal residential floor plans

Access to property information not listed as "Open Access" information under the GIPA Act (refer to Council's Right to Information Guidelines available on Council's website) including internal residential floor plans **will require the property owner's written consent**.

- Property owner's written consent attached (property owner also to attach proof of identity)

## Section 6 Form of Access

Please indicate which method of access is required

How do you wish to access the information?

- A copy of the documents (Photocopying fees payable as per Council's fees & Charges & copyright conditions apply – see below)  Inspect the documents at Council's Administration Building  
 Access in another way – please specify

### COPYRIGHT

Access to copyrighted documents will be granted by way of inspection only; unless the copyright owner's written consent is provided. Where authority is unable to be obtained or the architect/copyright owner is not able to be contacted, copies of copyright material will not be provided. These documents include Plans/Drawings, Consultant reports, Statements of Environmental Effects and other miscellaneous reports submitted with a DA (please note this list is not definitive).

**NOTE:** Viewing of residential internal floor plans will require the property owner's written consent /property owner's, proof of identity as required in Section 5 above. Copyright conditions apply as above.

- Copyright owner's written consent attached (if applicable)

## Section 7 Disclosure Log

This section only applies to "Formal Access" Applications – refer Sections 12 and 13 for more information

**ONLY RELATES TO FORMAL ACCESS APPLICATIONS**

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 agency's "Disclosure Log". This is published on Council's website. Do you object to this?

- No  Yes If YES, please indicate reason below

- The information contains personal information about me  
 The information concerns my business, commercial professional or financial interests.  
 The information concerns research that has been, is being, or will be, carried out by me or on my behalf.  
 The information concerns the affairs of a government of the Commonwealth or another state (and the applicant is that government)

## Section 8 Discount in processing charges

*This section only applies to "Formal Access" Applications – refer Sections 12 and 13 for more information*

**ONLY RELATES TO FORMAL ACCESS APPLICATIONS**

If Council determines that your application must be processed under Formal Access, a \$30.00 application fee applies. In addition to the \$30.00 application fee you may be asked to pay a charge for processing the application (\$30.00 per hour). If a charge applies we will provide you with an estimate of the total charge.

If you wish to apply for a reduction of the processing charge you will be required to provide evidence. A 50% reduction applies to holders of a Pension or Centrelink Card, full time students and non-profit organisations. If you wish to apply for a discount, please indicate the reason:

- Financial hardship (50% reduction) Section 65
- Special benefit to the public (50% reduction) Section 66
- Personal information (waiver of first 20 hours processing time fees) Section 67

If you selected a special benefit to the public, please specify why below:

If processing charges apply, we may contact you in writing in the near future if you are required to provide an advance deposit, pursuant to section 68 of the GIPA Act.

## Section 9 Third Party Consultation

**ONLY RELATES TO FORMAL ACCESS APPLICATIONS**

If you have requested information that includes someone else's personal information or business interest, Council may need to consult with that person to gain their view of the release of their information. This consultation process is a requirement under the GIPA Act and the person's view needs to be considered in deciding the application.

In the event of consultation do you object to your name being released to consulted parties?

- No  Yes

## Section 10 Applicant's Declaration

I, the undersigned, declare and understand the following:-

- 1 The information provided in this form is complete and correct.
- 2 I understand that it is an offence to give misleading information about my identity and that doing so may result in a decision to refuse to process my application.
- 3 I have read the privacy notice (Section 11 below).
- 4 I have attached certified copies of Proof of Identity documents/Property Owner's written consent (if seeking access to personal information or non Open-Access property related information including internal residential floor plans (Section 5).

*Signature & Date required:*

Signature\*:

Date\*:

## Section 11 Privacy & Personal Information Protection Notice

Personal details requested on this form are being collected, and will only be used for, purposes of processing your application. The purpose of collecting this information is to enable Council to consider matters under related legislation, issue related documentation where required and other associated matters as provided by law and will be utilised by Council officers in assessing application and associated activities. The information may also be made available to other persons where such access is in accordance with the relevant regulations and requirements in this regard. The supply of information by you is voluntary. If you are unable to provide or do not wish to provide the information sought, Council may not be able to process your application. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. This document will be stored on Council's Records Management Database and Archives.

## Section 12 Further Information

*Need more information?*

General information about the GIPA Act is available by calling the Information and Privacy Commission on freecall 1800 472 679 or on its website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au).

Please also refer to Government Information (Public Access) Act 2009 Agency Information Guide and Right to Information Guidelines available on Council's website [www.orange.nsw.gov.au](http://www.orange.nsw.gov.au) - follow "Access to Information" link under "Our Council" link.

## Section 13 Fees & Charges/Processing Times

("Informal Release")  
(Section 8 GIPA Act)

Where possible Council will process your application via "Informal Release" under the GIPA Act and will respond to your request within ten (10) working days. No processing charges apply. There are no charges to view the requested information, however, copies of documents can be supplied for reasonable photocopying charges as set out in Council's Schedule of Fees and Charges.

("Formal Access")  
(Part 4 GIPA Act)

If your application involves a large volume of information, estimated processing time exceeds 1 hour, extensive research is required which will involve an unreasonable amount of time and resources to produce or contains personal or confidential information about a third party which may require consultation or is of a sensitive nature that requires careful weighing of the consideration in favour for and against disclosure, then your request may be required to be dealt with under "Formal Access" (Part 4 of the GIPA Act) and you will be notified accordingly. The Formal Access application fee is \$30.00 and may be paid via cheque, cash money order or credit card. Processing charges of \$30.00 per hour may be applicable (no GST applies). Photocopying charges do not apply under "Formal Access".

Under "Formal Access" Council must give you notice of its decision within 20 working days, although this time may be extended by 10-15 working days where consultation with a third party is required or to retrieve information from archives. Under "Formal Access" you have a right of review of Council's decision of whether or not to provide the information requested.

**NOTE: Council encourages applications for access to information to be made, in the first instance, under the "Informal Release" provisions of the Government Information (Public Access) Act 2009.**

If you specifically require your application to be processed under "Formal Access" please indicate by ticking this box  and attach \$30 application fee

### OFFICE USE ONLY

<b>APPLICATION PROCESSED AS:</b>	<i>Informal - No processing charges apply other than photocopying charges for Informal Applications</i>	<input type="checkbox"/> <b>INFORMAL</b>	Processed by (name): .....
			Date completed: ...../...../.....
			Outcome of request/action taken: .....
			Copyright owner details/consent provided: .....
			Photocopying fees calculation: .....
	<i>Formal - valid upon payment of \$30.00 application fee</i>	<input type="checkbox"/> <b>FORMAL</b>	Date Applicant notified: ...../...../.....

### CASHIERS

<b>INFORMAL</b>  RECEIPT TYPE: 100 Plans: 01.00502.0072.1501 Other: 01.00201.0072.2500 Description: GIPA Photocopying fees	Date:	Photocopying fees:	Receipt No:
	/ /	\$	
	Cashier Name:		

<b>FORMAL</b>  RECEIPT TYPE: 85 NO: 01.201.72.2500 Description: GIPA Formal Application fee \$30.00 (GST FREE)	Date:	Application fee paid:	Receipt No:
	/ /	\$	
	Cashier Name:	Trim Reference No:	