

## Part 1: Applicant Details

1 of 3

Title	Given Name/s	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company name (if applicable)		
<input type="text"/>		
Postal Address	Town/City/Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Telephone	Email Address	
<input type="text"/>	<input type="text"/>	

## Part 2: Information Requested

Please describe the information you seek. If you do not provide sufficient detail, Council may not be able to process your application.

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To assist Council with processing your application, please indicate why you want this information.

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Date range of the information required Start date:  End date:

## Part 3: Property Details

For property related enquiries, please also include property address, LOT & DP if known:

Street No.	Property Name and Street Name		
<input type="text"/>	<input type="text"/>		
Lot No/s (if known)	Section No. (if known)	DP/SP No. (if known)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> Owner	<input type="checkbox"/> Purchaser of property	<input type="checkbox"/> Solicitor/Conveyancer	<input type="checkbox"/> Other <input type="text"/>

## Part 4: Form of Access

<input type="checkbox"/> COPY OF DOCUMENTS	<input type="checkbox"/> INSPECT DOCUMENTS	<input type="checkbox"/> OTHER (please specify)
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## Part 5: Proof of Identity

2 of 3

**Only required when an applicant is requesting information on their own behalf.**

When seeking access to 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 passport       Other (please specify):

## Part 6: Third Party Consultation

Council may need to consult with other parties about the release of the information that you have requested.

- Yes, I object to the release of my name
- No, I have no objection to the release of my name only

## Part 7: 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 Council's "Disclosure Log" (s.25 GIPA Act) This is published on Council's website. The information recorded is the date the application is decided, a general description of the information to which access is provided in response to the application and a statement as to whether any of the information is now available from Council other members of the public and (if it is) how it can be accessed. Do you object to this?

Yes, I object.

No, I have no objection.

## Part 8: Application Fee

**\$30.00 application fee to be paid:**

- In person (cash / cheque / money order / credit card)
- By mail (cheque / money order only) Note: do NOT send cash by post
- By telephone (credit card only - processing surcharge may apply) Note: we will call you once the application has been received to arrange payment

## Part 9: Processing Charges

- A **\$30 per hour processing charge** will apply in processing your application.
- You will be supplied with an estimate of processing charges prior to processing of your application.
- You may be required to pay an advance deposit (s.68 GIPA Act)
- You may apply for a reduction of the processing charge under the following categories, but you will be required to provide supporting documentation. 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:
  - 1 Personal information (first 20 hours of processing time is free – proof of identity required)
  - 2 Financial hardship (50% reduction) (certified copy Pension or Centrelink Card required)
  - 3 Full-time student (50% reduction) (proof required)
  - 4 Non-profit organisation (50% reduction) (proof required)
  - 5 Special benefit to the public (50% reduction)

If you selected a special benefit to the public, please specify why below. Council will consider if such reasons substantiate that the information requested would better inform the public about government and/or concerns a public issue which would be of special benefit or special interest to the public generally.

**GIPA Formal Access Application**

Applicant Name: \_\_\_\_\_

File Ref: \_\_\_\_\_

**Part 10: Applicant Declaration**

3 of 3

- 1 The information I have provided is complete and correct.
- 2 Where applicable, I have attached documents required for the purpose of this application (eg evidence of identity, evidence of financial hardship re processing charges).
- 3 I have included the relevant application fee.
- 4 I understand that I may be required to pay processing charges and an advance deposit in respect of this request and that I will be supplied with an estimate of charges prior to processing if appropriate.
- 5 I understand it is an offence to give misleading information about my identity, and doing so may result in a decision to refuse to process my application.
- 6 I have read the Privacy & Personal Information Protection Notice below.

Signature

Date


**Privacy & Personal Information Protection Notice**

The personal information requested on this form is collected for the purpose of recording and processing this application and providing the information requested. Access is limited to use by Council employees and other authorised persons. Supply of the personal information is voluntary, but if you cannot, or do not wish to, provide the information sought, Council may not be able to process your application. You may make application for access or amendment to information held by Council. This document will be stored on Council's electronic Records Management database and archives.

**Processing Times**

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. Please contact Council's GIPA Right to Information Officer for more information.**

**Lodgement**

You may lodge this form by post, in person, or email at the addresses below.

**OFFICE USE ONLY**

<b>RECEIPT TYPE: 85</b> <b>NO: 01.201.72.2500</b> <b>Ref: Formal GIPA fees</b> <b>(GST FREE)</b>	Date:	<b>Formal Application Fee:</b>	Receipt No:	Cashier:
	<input type="text"/>	<b>\$30.00</b>	<input type="text"/>	<input type="text"/>

<b>RECEIPT TYPE: 85</b> <b>NO: 01.201.72.2500</b> <b>Ref: Formal GIPA fees</b> <b>(GST FREE)</b>	Date:	<b>Advance Deposit Fee:</b>	Receipt No:	Cashier:
	<input type="text"/>	<b>\$</b>	<input type="text"/>	<input type="text"/>

<b>RECEIPT TYPE: 85</b> <b>NO: 01.201.72.2500</b> <b>Ref: Formal GIPA fees</b> <b>\$30.00 (GST FREE)</b>	Date:	<b>Processing Fee:</b>	Receipt No:	Cashier:
	<input type="text"/>	<b>\$</b>	<input type="text"/>	<input type="text"/>