

NARRANDERA SHIRE COUNCIL

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Government Information (Public Access) Act 2009 (GIPA) Formal Access Application

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need help in filling out this form, please contact Narrandera Shire Council on 02 6959 5510 or email: council@narrandera.nsw.gov.au

Privacy and Personal Information Protection Notice: The personal information provided by you is collected for the purpose as stated on this document. Supply of the personal information is legally required and non-supply could cause delay or inability to proceed in the processing of this request. The personal information provided will be managed in accordance with the *Privacy and Personal Information Protection Act 1998*.

1. Your details

Surname: Title: Mr / Mrs / Ms / Miss / Dr

Given name/s:

Postal address: Postcode:

Best contact telephone number:

Email address:

Do you require assistance to complete this application, if so how can we assist you?
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How can we communicate with you whilst processing this application?
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NOTE: It is a requirement that the applicant be properly identified so please attach a copy of an approved Identity Document such as a valid driver's licence, identifying page of current passport or birth certificate.

2. Government information

Please describe the information you would like to access by providing sufficient detail to allow us to identify the information that you are seeking – you should provide key words such as the names of persons or the address of properties, details of the event, a timeframe within which to search and any other information that you think relevant.

NOTE: If you do not provide enough details about the information requested, Council may refuse to process your application.

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3. Reason for seeking information

Please provide details of why you are seeking this information, this will assist us to identify the information that you are seeking access to and to assist in the decision making process.

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Are you seeking personal information about yourself? **Yes / No** (circle one)

Are you seeking personal information about another person? **Yes / No** (circle one)

4. Form of access

How do you wish to access or be provided with the information?

☐ Inspect the document(s)

☐ Require a copy of the document(s)

☐ Access in another way (please specify).....

NOTE: If the volume of information is deemed excessive for the purpose of email or postage you will be required to collect the information direct from the office of Council.

5. Application Fee

I attach payment of the \$30 application fee by cash / card / cheque / money order (circle one).

6. Third Party Consultation

Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or government agency, the IPC may be required to consult with third parties before deciding your application. The purpose of this consultation is for the IPC to determine whether the third party has an objection to disclosure of some or all of the information being requested. Please indicate whether you consent to your identity as an applicant being disclosed to the involved third party:

Do you object to this? **Yes / No** (circle one)

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 (excluding personal information) may be recorded in the agency's 'disclosure log'. This is published on the agency's website.

Do you consent to this? **Yes / No** (circle one)

8. 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 per 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 (e.g. copy of a pension or Centrelink card) **AND / OR**

☐ Special benefit to the public – please specify why below (note that the decision to discount processing charges on the basis of special benefit is at the discretion of the Council):

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Your signature:

Date:

Please lodge this document with Narrandera Shire Council, 141 East Street, Narrandera NSW 2700.

Office use only

Date received: MagiQ reference:

Satisfied as to identity of applicant No ☐ Yes ☐ Date:

Identity document attached No ☐ Yes ☐ Type:

Owners consent attached (for floor plans) No ☐ Yes ☐

Copyright owner for architectural/structural plans attached No ☐ Yes ☐