



## Formal Access Application

### GIPA - Government Information (Public Access) Act 2009



Please complete this form to apply for formal access to information under the Government Information (Public Access) Act 2009 (GIPA Act).

Please do not use this form for requesting access to development application records. Under the GIPA Regulation 2018, information contained in development applications and any associated documents is prescribed as open access information.

Please use informal request to view property file.

### Your Details

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

Postal Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Details of Information Sought

Formal Access

Please describe the information you would like to access in enough detail to allow us to identify it. Note: If you do not supply enough detail, this application may be refused.

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### Form of Access

How do you wish to access the information?

- Inspect in document(s)       E-mail       A copy the documents (s) Copy fees apply
- Access in another way (please specify \_\_\_\_\_)

### Public Interest Test

Under the GIPA Act, a public interest test may apply in considering the release of information sought in this application. Please state what public interest considerations (if any) should be considered in determining the application.

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## Application Fee

- I attach payment of the \$30.00 application fee

## Processing Charges

Processing charges are \$30 per hour. We will contact you to advise estimated costs - you may be required to make an advance deposit (50%) of the total estimated processing charges.

Applicants seeking personal information (about themselves) are entitled to 20 hours processing time before additional fees will apply.

Some applicants may be entitled to a 50% reduction in processing charges. If you wish to apply for a discount, please indicate the reason;

- Personal information sought
- Financial hardship – please attach supporting documentation - Pension or Centrelink card
- Information sought is of special benefit to the public – please specify why below:

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## Disclosure Log

Under GIPA Council is required to keep a disclosure log of formal 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 disclosure log published on the Council's website.

Do you object to this?

- Yes             No

## Release of information

Should a third party request it, do you consent to the release of your name as the applicant to this request?

- Yes             No

## Lodging the Application

This application may be lodged:

In person - Council's Administrative Centre 1 Stratheden Street Kyogle

By mail - PO Box 11 Kyogle NSW 2474

By email – [Kyogle@council.nsw.gov.au](mailto:Kyogle@council.nsw.gov.au)

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*General information about the GIPA Act is available by calling the Office of the Information Commissioner on 1800 463 626 or at its website: [www.oic.nsw.gov.au](http://www.oic.nsw.gov.au)*