

Formal Access to Information Application Form

Government Information (Public Access) Act 2009

Please complete this form to apply for formal access to Council held information under the *Government Information (Public Access) Act 2009* (GIPA Act). If you require assistance completing this form, please contact the Access to Information Coordinator on 9725 0222 or visit our website at www.fairfieldcity.nsw.gov.au.

1. Applicant details

Full name: Title: Dr/Mr/Mrs/Ms/Miss

Company:

ABN:

Postal address:

Postcode:

Telephone number: Mobile:.....

Email:

I agree to receive correspondence at the above email address

2. Description of Council held information

Please describe the information you would like to access in enough detail to allow us to identify it. Include a date range, property address and any relevant factors that can be taken into consideration.

Note: Your application is not valid until you provide enough details to allow Council to identify the information you are seeking. If you do not give enough details about the information, Council may refuse to process your application.

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Are you seeking personal information about yourself? Yes No

If yes, you must provide proof of identity in the form of a certified copy of any one of the following documents:

- Australian driver's licence (with photograph, signature and current address) Current Australian passport Other proof of signature and current address details

Are you seeking personal information about someone else? Yes No

If yes, written authorisation will be required from the person/s whose information is sought.

Are you, or someone acting in concert with you, a party to current proceedings before a court that relate substantially to the same subject matter as the information sought in your request? Yes No

Have you applied at any time to another Council or agency for substantially the same information? Yes No

If yes, please provide the name of the other agency:

3. Third party consultation

Council may need to consult with other parties to see if they have any objections to the disclosure of their information.

Please indicate whether you consent to your identity being disclosed to any third parties:

- Yes, I consent to my name being disclosed to a third party during consultation
 No, I do not consent to my name being disclosed to a third party during consultation

4. Form of access

How do you wish to access the information?

- By email A copy of the documents
 Inspect the documents Other way (please specify):

5. Application fee - \$30.00

- Cash
(Please DO NOT send cash by post)
- Cheque/Money Order
(Please make cheque/money order payable to Fairfield City Council)

6. 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 the Council's Disclosure Log. This is published on the Council website.

You can object to the inclusion of information on Council's disclosure log for one or more of the following reasons:

- The information includes personal information about you (or a deceased person for whom you are the personal representative)
- The information concerns your business, commercial, professional or financial interests
- The information concerns research or the compilation or analysis of statistics that has been, or is being, or is intended to be carried out by or on your behalf
- The information concerns the affairs of a government of the Commonwealth or another State (and you are entitled to act on behalf of that government agency)

Do you object to this?

- Yes**, I object to the disclosure log (please tick the reason applicable above)
- No**, I do not object

Please note: If Council decides to include information in its disclosure log despite your objection, you can seek a review.

7. Processing charges

If you are given access to the information sought, you may be asked to pay a charge for processing the application (\$30.00 per hour). Some applicants may be entitled to a 50 per cent reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

- Financial hardship – please attach supporting documentation (eg Pension or Centrelink card)
- Special benefit to the public – please specify why below:

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Applicant's signature: **Date:**

Please post or lodge this form to the attention of the Access to Information Coordinator at:

Fairfield City Council **OR** Fairfield City Council **OR** mail@fairfieldcity.nsw.gov.au
PO Box 21 Fairfield NSW 1860 Administration Centre
86 Avoca Road, WAKELEY 2176

PROTECTING YOUR PRIVACY – The personal information requested on this form will only be used to fulfil the purpose for which it is being collected. The supply of this information by you is voluntary but if you cannot or do not wish to provide the personal information sought, we may not be able to process your application. Council is regarded as the agency that holds the information and will endeavour to ensure that this information remains accurate and up-to-date. You may also request an amendment to information held by Council or for suppression of your information from a Public Register. Should you require further information please contact Council's Privacy Officer.

OFFICE USE ONLY

Cashier Code 16

Fee payable: \$.....

Receipt number:

Received by:

Date: