

FORMAL ACCESS TO INFORMATION APPLICATION FORM

APPLICANT DETAILS

Name/Company Name	
Contact Person	
Address	
Email	
Mobile Number	
Do you have special needs for assistance with this application (please specify)?	

FEES

Payment must be made when submitting your application to Council. Fees and Charges are in accordance with Council's fees and charges.

<i>Application Fee</i>	\$30.00
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Total	\$30.00
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Payment options

☐	In-person
☐	Over the phone
☐	Cheque (please enclose with application and post)

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TYPE OF APPLICANT

Are you acting on behalf of another person/party?

☐	Yes
☐	Please provide the following: • Letter of authorisation, signed by the person/party you are acting on behalf of • Proof of identity of the person you are acting on behalf of
☐	No

Are you applying as (select one):

☐	Member of public
☐	Member of public (by legal representative)
☐	Member of Parliament
☐	Not for profit organisation or group
☐	Media
☐	Private sector business

PROOF OF IDENTITY

Please provide a copy of one of the following that includes a photograph, current address and signature:

☐	Australian Driver's Licence
☐	Australian Passport
☐	Other proof of identity (e.g. Government issued identity or proof of age card)

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DETAILS OF REQUEST

Please describe the information you would like to access in enough detail to allow us to identify it.

If you do not provide enough detail about the information, Council may refuse to process your application. You may add additional pages to the application with the details if need be.

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APPLICATIONS TO OTHER AGENCIES

Have you applied to another agency at any time for substantially the same information?

☐	Yes (please provide name of agency):	
☐	No	

THIRD-PARTY CONSULTATION

Do you consent to the release of your name to third parties?

If you are seeking information that concerns the interests of another party, Council may be required to consult with them before deciding your application. The third-party has a right to object to the release of information.

Council will not identify an individual to a third-party without your consent, however in some instances the third-party may be able to deduce the identity of the Applicant.

☐	Yes
☐	No

FORM OF ACCESS

How would you like to access the information?

☐	Electronic copy of document(s)	
☐	Inspect document(s) in person at the Wollondilly Civic Centre	
☐	Hard copy of document(s) (this will incur a photocopying/printing fee)	
☐	Access in another way (please specify):	

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DISCLOSURE LOG

Do you object to this information being recorded on the 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 on Council's Disclosure Log. This is published on Council's website.

☐

Yes

☐

No

ADVICE AND ASSISTANCE

Any communication in relation to an application will be limited to:

- Clarifying the scope of the application,
- Assisting in making an invalid application valid,
- Advising of third-party consultation, or
- Requesting an Advance Deposit.

Any communication that is lobbying or attempting to influence a decision in relation of an access application will not be accepted.

General information about the GIPA Act is available by calling the office of the Information & Privacy Commission

Freecall 1800 472 679 or on its website: www.ipc.nsw.gov.au

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DISCOUNT IN PROCESSING CHARGES

If you are given access to the information sought, you may be asked to pay a charge for processing the applications (\$30.00 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. Pension or Student card)
☐	Special benefit to the public (please specify):

PRIVACY STATEMENT

Wollondilly Shire Council is collecting personal information from you on this form for the purpose of assisting the determination process of your application. This information will be stored in councils EDRMS and accessed by the processing officer. Failure to provide the information may lead to rejection or delays of your application. At any time you have the right to access, view or correct the personal information that you have provided. Please also note that the personal information (not financial details) supplied on this document may be the subject of a request to access information under the Government Information (Public Access) Act 2009 [GIPAA].