



## **Government Information (Public Access) Act 2009 NSW FORMAL ACCESS APPLICATION**

Please complete this form to apply to make a formal application to access government information in NSW under the *Government Information (Public Access) Act 2009 NSW* (GIPA Act). If you need assistance with completing this form, please contact the Access to Information Officer on 8757 9000 or visit our website at [www.cumberland.nsw.gov.au](http://www.cumberland.nsw.gov.au). You can lodge your access application via post, email at [Council@cumberland.nsw.gov.au](mailto:Council@cumberland.nsw.gov.au) or in person.

### **YOUR DETAILS**

<b>Title:</b> Mr/Mrs/Ms/Miss	
<b>Surname:</b>	
<b>Other names:</b>	
<b>Postal address:</b>	
<b>Postcode:</b>	
<b>Email:</b>	
<b>Day-time telephone:</b>	
<b>Facsimile:</b>	

*The questions below are optional and the information will only be used for the purposes of providing better service.*

<b>Place of birth:</b>	
<b>Main language spoken:</b>	
<b>Aboriginal or Torres Strait Islander:</b> Yes/No	
<b>Do you have special needs for assistance with this application?</b>	

I agree to receive correspondence at the above email address.

**PROOF OF IDENTITY**

*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:**

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

**PERSONAL INFORMATION**

<b>Are you seeking personal information?</b> Yes/No	
<b>Have you applied, at any time, to another agency for similar information?</b> Yes / No If yes, please state the name of the agency	

**GOVERNMENT INFORMATION**

<p><b>Please describe the information you would like to access in enough detail to allow us to identify it.</b></p> <p><b>Note:</b> If you do not give enough details about the information, Cumberland Council may refuse to process your application</p>	
--	--

*For general information about the GIPA Act contact the Information and Privacy Commission on 1800 472 679 or visit the IPC’s website at [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)*

**OFFICE USE ONLY**

**Date application received:** .....

**File reference:** .....

**FORM OF ACCESS**

**How do you wish to access the information?**

- Inspect the document(s)
- A copy of the document(s)
- Access in another way (please specify)

**APPLICATION FEE**

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

**(Note:** please do NOT send cash by post)

**DISCLOSURE LOG**

If the information sought is released to you and we consider it may be of interest to other members of the public, details about your application may be recorded in the agency’s ‘disclosure log’. This is published on our website. If you object to this, we must first decide if you are entitled to object and if so, whether the objection outweighs the general public interest in including this information in the disclosure log.

You can only object to the inclusion of information on an agency’s disclosure log for one or more of the following grounds:

- 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 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 / No

**Please note:** if an agency decides to include information in its disclosure log despite your objection, you can seek a review of this decision.

*For general information about the GIPA Act contact the Information and Privacy Commission on 1800 472 679 or visit the IPC’s website at [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)*

**OFFICE USE ONLY**

**Date application received:** .....

**File reference:** .....

**DISCOUNT IN PROCESSING CHARGES**

You may be asked to pay a charge for processing the application (\$30 p/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. a pension or Centrelink card).

**AND / OR**

Special benefit to the public – please specify why:

**Please note** that a processing charge cannot be discounted by more than 50% even if both reasons are relevant.

Council endeavours to expedite the release of the requested information, as soon as possible within 20 working days after receipt of the application. Photocopying charges may apply if copies of the relevant information are requested.

**PRIVACY NOTE:** Council will collect and hold the personal information contained in this application for the purpose of processing the application. The intended recipients of the personal information are officers within Council. The supply of personal information by you is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your application.

You may make an application for access or amendments to your personal information held by Council under the *Privacy and Personal Information Protection Act 1998 (PPIP Act)* or the *Government Information (Public Access) Act 2009 (GIPA Act)*. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIP Act.

Information provided to Council in correspondence, submissions or requests, including your personal information, may be made publicly available, including on Council's website, under the GIPA Act. Please notify us if you object to the disclosure of your personal information.

**Applicant's signature:** .....

**Date:**.....

---

**Please send this form or lodge it at:**

**Cumberland Council 16  
Memorial Avenue  
Merrylands NSW 2160  
PO Box 42  
Merrylands NSW 2160  
Fax: 9840 9734  
Email: [council@cumberland.nsw.gov.au](mailto:council@cumberland.nsw.gov.au)**

*For general information about the GIPA Act contact the Information and Privacy Commission on 1800 472 679 or visit the IPC's website at [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)*

**OFFICE USE ONLY**

**Date application received:** .....

**File reference:** .....