



OFFICE USE ONLY

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LODGEMENT & PAYMENT OF APPLICATION

Your application will NOT be processed until FULL payment has been received.

Council: Monday-Friday, 8:00am-4:30pm – **Payment by Cash, Cheque or Card**

Auburn Service Centre - 1 Susan Street, Auburn NSW 2144

Merrylands Service Centre - 16 Memorial Avenue, Merrylands NSW 2160

Mail: The General Manager, Cumberland City Council, PO Box 42, Merrylands NSW 2160

Payment by cheque ONLY - payable to Cumberland City Council

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. If you need assistance with completing this form, please contact the Access to Information Officer on 8757 9000.

1. Applicant details

Title: Mr Mrs Ms Miss

Surname: First Name:

Contact number(s):

Contact email:

Address: Unit no: House no:

Street:

Suburb: Postcode:

I agree to receive correspondence at the above email address

2. Additional details

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

Place of birth:

Main language spoken:

Aboriginal or Torres Strait Islander: Yes No

Do you have special needs for assistance with this application?

3. 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

4. Personal Information

Are you seeking personal information? Yes No

Have you applied, at any time, to another agency for similar information? Yes No

If yes, please state the name of the agency:

5. Government Information

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

Note: If you do not give enough details about the information, Cumberland City Council may refuse to process your application

6. 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:

7. Application Fee

I attach payment of the \$30 application fee by:

Cash (**Note:** Please do **NOT** send cash by post)

Cheque

Money order

8. 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

9. 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: A processing charge cannot be discounted by more than 50% even if both reasons are relevant

10. 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.

11. Signature

Applicant Signature:

Date:

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

Cumberland City Council

16 Memorial Avenue, PO Box 42, Merrylands NSW 2160.

T 8757 9000 W cumberland.nsw.gov.au E council@cumberland.nsw.gov.au