

FORMAL ACCESS APPLICATION

Please complete this form to apply to access to government information under section 9 of the Government Information (Public Access) Act 2009 (GIPA Act). Government information is information contained in a record held by Council. If you need help filling out this form, please contact Council or visit our website at www.esc.nsw.gov.au

Your Details

Surname:.....Title: (Mr/s).....

Other Names:.....

Postal Address:.....

Day-time telephone:.....Mobile:.....Fax.....

Email:.....

- I agree to receive correspondence at the above email address
- In processing your application it may be necessary to consult with other parties, if you object to the disclosure of your name as the applicant, please indicate by ticking the box.

Details of Request

Please describe the information you would like to access in enough detail to allow us to identify it. Please note if you do not give enough details about the information, Council may refuse to process your application.

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Why do you want this information?.....

Are you seeking personal information? Yes/No (circle one)

Proof of Identity

Only required when an applicant is seeking to access their own personal information

When seeking access to personal information, you must provide proof of identity in the form of an original or a certified copy of one of the following documents:

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

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)

Processing Charge

I understand that I may be required to pay a processing charge (\$30 per hour) in respect of this application. Some applicants may be entitled to a 50% reduction in the processing charges. If you wish to apply for discount, please indicate the reason:

Financial hardship-reduction applies where Council is satisfied the applicant is suffering financial hardship (eg. A pension or Centrelink card-please provide a copy)

And/Or

Special benefit to the public – please specify why below

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Applicant's signature:.....

Date:.....

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 Council's disclosure log. This is published on Council's website. Please note that council will not include your personal details in the disclosure log.

Do you object to this? Yes/No (circle one)

Lodgement Details

<p>By Post</p> <p>The General Manager</p> <p>Eurobodalla Shire Council</p> <p>PO Box 99</p> <p>Moruya NSW 2537</p>	<p>In Person: Council Administration Building</p> <p>Cnr Princes Hwy & Campbell St</p> <p>Moruya</p>
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Enquiries can be made by phoning Council on (02) 4474 1000

Privacy Notification –

The information on this form is being collected by Council for the purposes associated with the processing of your application. It will be used by Council staff for purposes relating to the application and may be disclosed to persons and/or organisations outside of Council. The supply of this information is voluntary however without it Council may not be able to process your application. Persons identified on this form may at any time apply to Council for access to, or amendment of, the information.

Office use only:

Date application received:.....

File reference:.....