



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

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the Right to Information Officer on 02 6655 7300 or visit our website at [www.bellingen.nsw.gov.au](http://www.bellingen.nsw.gov.au).

## 1. Your details

Surname: ..... Title: Mr / Ms

Other names: .....

Postal address: ..... Postcode: .....

Day-time telephone: ..... Facsimile: .....

Email: .....

Do you have special needs for assistance with this application: .....

.....  
.....

I agree to receive correspondence at the above email address.

## 2. Proof of identity

*Only required when an applicant is seeking personal information about themselves.*

**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

## 3. Government information

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

Note: If you do not give enough details about the information, the agency may refuse to process your application.

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

**4. 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) .....

**5. 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)

**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 agency's 'disclosure log'. This is published on the agency's website.

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

**7. Discount in processing charges**

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

**AND / OR**

- Special benefit to the public – please specify why below:

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Applicant's signature: ..... Date .....

Please post this form or lodge it at Bellingen Shire Council, PO Box 117, Bellingen 2454 or 33-39 Hyde Street Bellingen.

*General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: [www.oic.nsw.gov.au](http://www.oic.nsw.gov.au)*

**Office use only**

Date application received: .....File reference: .....