

# Formal Access Application

Government Information (Public Access) Act 2009



## ABOUT THIS FORM

Enquiries: 1300 581 299 [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)

Please complete this form to apply for formal access to government information held by Bayside Council under the Government Information (Public Access) Act 2009 (GIPA Act).

### Please complete the application form and submit;

- by emailing to [CS.applications@bayside.nsw.gov.au](mailto:CS.applications@bayside.nsw.gov.au). A customer service officer will contact you to organise over the phone card payment of the application fee.
- by visiting one of Council's customer service centres and paying the application fee via cash or card.

PART A – Applicant Details			
Ms <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Other	Family Name	Given Name	
ACN (if corporate entity)	Corporation Name		
Email:			
Address: No.	Street	Suburb	Postcode
Phone	Alt.	Mobile	Fax
Are you seeking personal information? Yes <input type="checkbox"/> No <input type="checkbox"/>			

PART B – Information Requested			
Please describe the information you would like to access			
<b>Address of Property you like to gain information about</b>			
Address: No.	Street	Suburb	Postcode
DP/SP and Lot No.	Are you the Owner? Yes <input type="checkbox"/> No <input type="checkbox"/>		DA No.
Other			
For what reason do you need these files?			

<b>PART C – Forms of Information</b>	
How do you wish to access the information?	
<input type="checkbox"/> Inspect the documents	<input type="checkbox"/> Be provided with a hard copy of the documents
<input type="checkbox"/> Be provided with an email providing electronic copy	<input type="checkbox"/> Access in another way

<b>PART D – Disclosure Log</b>
If the information sought is released to you and would be of interest to other members of the public, details of your application may be recorded in the Council's "disclosure log". This is published on the Council's website.
Do you object to this? Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>PART E – Discount in Processing Charges</b>
You may be asked to pay a charge for processing the application. If you wish to apply for a discount, please indicate the reason;
<input type="checkbox"/> Financial Hardship - Please provide supporting documentation i.e. copy of a pension or Centrelink card AND/OR
<input type="checkbox"/> Special Benefit to the public - Please specify why below:

<b>PART F – Declaration</b>	
I will strictly observe any reasonable direction given by a Council officer in relation to accessing Council information. I will not write or otherwise deface, damage or remove any records. I understand that copies are provided for information purposes only under the <i>Government Information (Public Access) Act 2009</i> . I will not use the information in any way that may infringe on the copyright of third parties	
Applicant's Signature	Date

## Privacy Statement

Completion of this document is voluntary – partially completed applications may result in refusal of the application. The personal information provided on this form (including your name and other details) will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* and may be available to the public under various legislation.

## Fees & Charges

Formal Government Information Public Access Act requests must be accompanied by a **\$30** payment. Further processing charges are applicable if the request does not concern your personal affairs and you will be supplied with a statement of charges if appropriate. A 50% reduction to fees may be granted in cases of financial hardship or demonstrated public interest. If you consider you are entitled to a reduction, please submit copies of supporting documents with this form and indicate this on the previous page.

Applications for information relating to an applicant's personal information will receive the first 20 hours of processing the application free of charge. Applications for non-personal information will incur a processing fee of **\$30** per hour.

## Advice to Applicant:

- Council will notify you in writing within five working days that your access application is valid or invalid
- Council may contact you and request payment of an advanced deposit for large requests. This is typically 50% of the estimated total processing charge for dealing with the application
- Copies of documents are provided by Bayside Council in order to comply with relevant legislation. Copyright laws may still apply to each document and the copyright owner's consent must be sought by the applicant if the documents or information is to be used for any purpose

General information about the GIPA Act is available by calling the Information and Privacy Commission NSW on Freecall 1800 ipc nsw (1800 472 679) or at its website [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au) or email [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)

### Postal address

PO Box 21, Rockdale NSW 2216  
ABN 80 690 785 443

### Bayside Customer Service Centres

Rockdale Library, 444-446 Princes Highway, Rockdale  
Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

E [council@bayside.nsw.gov.au](mailto:council@bayside.nsw.gov.au)

W [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)

T **1300 581 299 | 02 9562 1666**

Telephone Interpreter Services: **131 450**

Τηλεφωνικές Υπηρεσίες Διερμηνέων

بخدمة الترجمة الهاتفية

電話傳譯服務處

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