



Formal Information Access Application

Government Information Public Access (GIPA) Act 2009

OFFICE USE ONLY

Reference No.

About this form

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

General information about the GIPA Act is available by calling the Information and Privacy Commission NSW on Free call 1800 ipc nsw (1800 472 679) or at its website www.ipc.nsw.gov.au or email ipcinfo@ipc.nsw.gov.au

Applicant details

Title: Mr Mrs Ms Other

First Name: Family Name:

Company Name (if applicable):

ABN/ACN (if applicable):

Mailing Address:

Suburb: State: Post Code:

Email Address:

Daytime Telephone No. (Home/Work): Mobile No:

Property Details (if required)

Lot No(s): Section: DP/SP Number:

Unit No: Street No: Street Name:

Suburb: Post Code:

Owner(s) Surname: Given Name(s):

Property Owner's Consent (Signature):

Mailing address

Is your mailing address different from your street address? No Yes – **complete below**

Mailing Address:

Suburb: State: Post Code:

Postal address

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

Bayside Customer Service Centres

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

W www.bayside.nsw.gov.au
T 1300 581 299

Information Requested

Describe the information you would like to access:

For what reason do you need these files:

How do you wish to access the information?

- Inspect only Be provided with a paper copy Receive an email copy
 Access in another way

Disclosure Log

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 No

Discount in Processing Charges

- You may be asked to charge for processing the application. If you wish to apply for a discount, please indicate the reason.

	Applicant Use		Office Use	
	Yes	No	Yes	No
1. Financial Hardship – Please provide supporting documentation i.e copy of pension or Centrelink card AND/OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Special Benefit to the public – Specify why below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Advice to Applicants:

- 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

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

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

Fees		Application Code
Application Fee - Individual	\$30.00	RC 506010
Application Fee – Business/Third Party	\$30.00	RC 506060

Declaration

I have read and agree to the terms and conditions outlined in this form.

- 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 Government Information (Public Access) Act 2009. I will not use the information in any way that may infringe on the copyright of third parties

Applicant's Signature		Date	/	/	
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How to lodge this application

You can lodge your completed application form and any required supporting documents:

Online

- You can lodge your application online at www.bayside.nsw.gov.au

In person

At any of Council's Customer Service Centres:

- **Rockdale Customer Service Centre:** 444-446 Princes Highway, Rockdale NSW 2216
- **Eastgardens Customer Service Centre:** Westfield Eastgardens, 152 Bunnerong Road, Eastgardens NSW 2036

By mail

Post to **Bayside Council:** PO Box 21, Rockdale NSW 2216 with payment via cheque or money order (do not send cash)

Privacy notification

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.

OFFICE USE ONLY

Receipt No	Date	\$
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