



Informal Information/Open Access Application

Government Information Public Access (GIPA) Act 2009

OFFICE USE ONLY

Reference No.

About this form

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

There are **no** application fees although photocopy charges may apply to your application.

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:

How do you wish to access the information?

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

Advice to Applicants:

- Copies of documents are provided by Council in order to comply with relevant legislation.
- Copyright laws may still apply to each document and the copyright owner's consent must be provided before Council can supply plans or other documents that are subject to copyright.
- Council endeavours to provide information requested as quickly as possible, however complex searches or historical information may take longer.
- If you wish to view the information requested an appointment will be made with you when the files are ready for viewing
- Where appointments are booked and are not attended without any prior notice, the application will be considered finalised
- Where a document is indicated as Open Access Information or would be released without a Formal Access Application but contains Personal Information or other information that would prevent the release of the document Council will (where practical) provide a copy of the document with the information removed in accordance with S.17(4) of the 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

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	/	/	
-----------------------	--	------	---	---	--

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	\$
------------	------	----
