



Access Application

Government Information (Public Access) Act 2009

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) 6920 5305 or visit our website at www.lockhart.nsw.gov.au. A set of tips on how to prepare your application can be found at <https://www.ipc.nsw.gov.au/checklist-tips-framing-your-information-access-application>

1. Your details

Surname: _____ Title: _____

Other names: _____

Postal address: _____ Postcode: _____

Daytime telephone: _____ Facsimile: _____

Email: _____

The questions below are optional and the information will only be used for the purposes of providing better service.

Place of birth: _____ Main language spoken: _____

Aboriginal or Torres Strait Islander: Yes No (tick one)

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 requesting information on their own behalf.

When seeking access to personal information, you 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

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visit the IPC's website: www.ipc.nsw.gov.au

Office use only

Date application received: _____ Receipt No.: _____

File reference: _____ Date of Receipt: _____

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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.

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

If you have applied at any time to another agency for substantially the same information, please provide the name of the other agency.

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 (tick one).

(Note: please do NOT send cash by post)

6. Third Party Consultation

Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or government agency, Lockhart Shire Council may be required to consult with third parties before deciding your application. The purpose of this consultation is for Lockhart Shire Council to determine whether the third party has an objection to disclosure of some, or all, of the information being requested. Please indicate whether you consent to your identity as an applicant being disclosed to the involved third party:

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

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7. Disclosure log

If the information sought is released to you and we consider it may 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 our website. If you object to this, we must first decide if you are entitled to object and if so, whether the objection outweighs the general public interest in including this information in the disclosure log.

You can only object to the inclusion of information on an agency's disclosure log for one or more of the following grounds:

- The information includes personal information about you (or a deceased person for whom you are the personal representative)
- The information concerns your business, commercial, professional or financial interests
- The information concerns research that has been, or is being, or is intended to be, carried out by or on your behalf
- The information concerns the affairs of a government of the Commonwealth or another State (and you are entitled to act on behalf of that government agency).

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

Please note: if an agency decides to include information in its disclosure log despite your objection, you can seek a review of this decision.

8. 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 (e.g. a pension or Centrelink card).

AND / OR

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

Your signature:

Date:

Please post this form or lodge it at:

Lockhart Shire Council
65 Green Street (PO Box 21)
LOCKHART NSW 2656
mail@lockhart.nsw.gov.au