

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

Applicant Details

Surname _____
Given Names _____
Address _____
Postal Address _____
Phone _____ Mobile _____
Fax _____ Email _____

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

Place of Birth _____ Main Language Spoken _____

Aboriginal or Torres Strait Islander
Please select

Yes

No

Do you have special needs for
assistance with this application?

Yes

No

If Yes *Please specify*

I agree to receive correspondence at the above email address.

Proof of Identity

Only required when an applicant is seeking to access their own personal information.

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:

Please select

Current Australian Drivers Licence

Current Australian Passport

Other Proof of Signature and Current Address Details *Please specify*

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. Please attach further pages if there is insufficient room allowed here.*

Are you seeking personal information?

Please select

Yes

No

Form of Access

How do you wish to access the information? *Please select*

Inspect the Document/s

A copy of the Document/s

Access in another way *Please specify*

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

Application Fee and Payment

A payment of \$30 is required per application.

Cash *Please do not send by post*

Cheque *Enclosed*

Credit Card

Name on Card _____

Card Type _____ *i.e. Mastercard, VISA*

Card Number _ _ _ _ / _ _ _ _ / _ _ _ _

Card Expiry Date _ _ / _ _

Signature _____ Date _____

Processing Charges - Discount

If you are given access to the information sought, you may be asked to pay a charge for processing the application (\$30 per 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).

Or

Special Benefit to the Public

Please specify why

Declaration

Applicants Signature _____

Date _____

Lodgement

Please lodge the completed application to:

Greater Hume Shire Council, PO Box 99, HOLBROOK NSW 2644

mail@greaterhume.nsw.gov.au

General information about the GIPA Act is available by calling the Office of the Information and Privacy Commission on freecall 1800 472 679 or at its website www.ipc.nsw.gov.au

Office Use Only

Date _____

Received _____ Office _____ Staff Member Name _____

Receipt Number _____ Amount Paid _____