



INNER WEST COUNCIL

FORMAL ACCESS APPLICATION

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. For assistance in filling out this form, please contact Council on 9392 5000 or visit our website at www.innerwest.nsw.gov.au.

1. Your details

Surname: **Title:** Mr / Ms

Other names:

Postal address:

Suburb: **Postcode:**

Day-time telephone: **Facsimile:**

Email:

2. Proof of identity

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

When seeking access to personal information, an applicant must provide proof of identity. Council will accept a current Australian driver's licence, current Australian passport, or other proof of signature and current address details.

3. Government information

Please describe the information you would like to access in as much detail as possible to allow us to identify all the records relating to your application.

Note: If you do not give enough details about the information, Council may not be able to process your application.

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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)
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* Some documents may not be copied without consent of the copyright owner.

5. Fees

1. This request attracts a **\$30 application fee**. You can pay by cash, credit card or eftpos at the Customer Service Centre Front Counter, or by post with credit card (credit card payment form available on Council’s website), or a cheque or money order.
2. If you are given access to the information sought, you will be charged an additional processing fee of \$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 reason:

- Financial hardship (hold current Pensioner Concession card issued by the Commonwealth or are a full time student with proof of study load)

AND / OR

- Special benefit to the public (not for profit organisation or acting on behalf of a not for profit organisation) – please specify why below and provide evidence:

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Note: Please note that if you are seeking personal information about yourself you will not be charged a processing fee for the first 20 hours taken to process your application.

6. Disclosure log

Some details concerning the nature of your Formal Access request will be recorded in Council’s disclosure log, which is published on Council’s website.

Under the Act there are some grounds for objection to the inclusion of information on the disclosure log. These are:

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

If you object to the nature of your application being included in Council’s disclosure log, on any of the grounds stated above, please attach supporting documentation / letter / declaration.

7. Applicant's signature

Applicant's signature:

Date:

8. Your privacy

The personal information you have supplied on this form is required to assist Council officers when determining your application. Failure to provide some details may result in rejection or delays. The details provided are not publicly available. At any time you have access to view or correct any information you have supplied. The information you have supplied will be held at Council offices.

Please post this form to **PO Box 14 Petersham NSW 2049**

or lodge it at:

Inner West Council Customer Service Centre	2-14 Fisher St, Petersham
	7-15 Wetherill St, Leichhardt
	260 Liverpool Rd, Ashfield

www.innerwest.nsw.gov.au

council@innerwest.nsw.gov.au

Phone 02 9392 5350 Fax 02 9335 2029

Monday – Friday 8:30am – 5:00pm

Office use only

Date application received:

Amount Paid:

Receipt Number:

TRIM reference:

Merit reference:

Proof of Identity: