

Access to Information: Formal Access

Under the Government Information (Public Access) Act 2009 ("GIPA Act")

Application number (Council use only).....

Before lodging this form, in order to confirm that submitting and paying for formal access is the best course of action in your circumstance, read the Guidelines and Important Information for applicants at www.innerwest.nsw.gov.au/council/access-to-information or email a brief description of the request to qipa@innerwest.nsw.gov.au. Council will send written acknowledgement within five days of receiving the valid application and payment. If the application is incomplete or illegible, or otherwise invalid, or the application should be lodged elsewhere (e.g. another Council or government agency), a Council officer will contact you.

APPLICANT DETAILS							
Salutation: (please tick)	☐ Mr	☐ Ms	☐ Miss	Other (please specify)			
First Name				Surname			
Postal Address							
Suburb				Postcode			
Phone Number				Mobile			
Email address							
Preferred method of contact	☐ E-Mail ☐ Telephone						
PROPERTY DETAILS (if applicable)							
Legal Description (if known)	Lot:		Section:		DP / SP :		
Property Street Address							
Suburb				Postcode			
Detailed description of information required: Note: in order to assist Council to process your application as quickly as possible, make the request as specific as possible. Attach an additional page if necessary.							



Fees and Charges

A fee of \$30 applies to applications for formal access under the GIPA Act and must accompany the application. Additional processing fees may apply, based on the complexity of the request and time required for research and retrieval. A Council officer will contact you if the application is likely to result in additional processing fees.

Processing time

Council is required to determine your application within twenty business days. This period will be extended by ten business days if Council is required to undertake consultation with any third parties.

Privacy Statement

Applicant's Signature

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress the application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about privacy, contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, email Council at council@innerwest.nsw.gov.au or write to P.O. Box 14, Petersham, NSW 2049.

Applicant o orginaturo								
Applicant's Name			Strata stamp or company					
Applicant's Signature:		seal applica	(if					
Date	//20							
How to Lodge								
Lodging an application requires a completed application form.								
The application will be checked at lodgement to ensure the required information is provided.								
Lodge by Email: council@innerwest.nsw.gov.au								
Lodge in person: at any of Inner West Council's Customer Service Centres:								
Ashfield - 260 Liverpool R	opening hours are	g hours are Monday - Friday, 8:30am-5:00pm						
Leichhardt - 7-15 Wetheri	II St, Leichhardt:	cashier hours: 8:30	hours: 8:30am-4:30pm					
Petersham - 2-14 Fisher S	cashier hours: 8:30am-4:30pm							
Lodge by mail: Inner West Council, PO Box 14, PETERSHAM NSW 2049								
Fees & Charges: can be found on the Council web site www.innerwest.nsw.gov.au/feesandcharges								
Cheques are to be made payable to: Inner West Council								
Office use only		Payment amount:	\$ 3	30.00				
Receipt date:	//20	Receipt Number:						
CSO.		FCM Number:						