

FORMAL 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* (NSW). If you need help to complete this form, please contact Bathurst Regional Council's, Right to Information Officer on 6333 6209 or visit our website at www.bathurst.nsw.gov.au and search for Access to Information.

1. Your Details

Business/Group Name:
(if the application is lodged on behalf of a business or a group)

Surname: **Title:**

First name:

Postal address: **Postcode:**

Telephone:

Email:

I would like to receive correspondence at my email address.

2. Proof of identity

Only required when you are requesting information on your own behalf.

Are you seeking access to **your** personal information? Yes No

When seeking access to personal information, you must provide proof of identity if the form of a certified copy of any one of the following documents:

Driver's licence Other proof of signature and current address details

3. Government Information

Please describe the information you would like to access (attach another page if more space is required).

Note: If you do not give enough details about the information sought, we may refuse to process your application.

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Are you seeking personal information? Yes No

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

4. Third Party Consultation

If the information you are requesting contains information about another person or business we may be required to consult with third parties before deciding your application. The purpose of this consultation is to determine whether the third party has an objection to disclosure of some or all their information being requested. This information may assist the third party to understand why you are seeking their information.

Please advise if you consent to us disclosing the following information to a third party as part of our consultation:

Your identify as the GIPA applicant (name): Yes No
The government information described in the application (point 3 above): Yes No

5. Form of access

How do you wish to access the information? (tick one option only)

- Inspect the document(s) Receive a copy of the document(s)
- Access the document(s) in another way (please specify)

6. Application Fee

\$30 application fee to be paid:

- in person (cash / cheque / money order / credit card)
- by mail (cheque / money order only) Note: do **NOT** send cash by post
- by telephone (credit card only – processing surcharge may apply)
(Note: we will call you once the application has been received to arrange payment)

7. 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).
- Special benefit to the public – please specify why below:

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8. Disclosure Log

If the information sought is released to you and would be of interest to other members of the public, specific details about your application may be recorded on our disclosure log. This is published on our website.

Do you object to this? Yes No

Applicant's signature: Date:

Protecting your privacy

Bathurst Regional Council (BRC) is committed to protecting your privacy and takes reasonable steps to comply with all relevant legislation. The information is collected by CN for the purpose of processing your application. Your personal information will be stored in accordance with relevant legislation and will only be accessed by authorised BRC Staff. If you do not provide information, BRC may not be able to process your application. Your information can be checked for accuracy by contacting BRC on (02) 6333 6209.

Lodging your Formal Access Application

In Person

Bathurst Regional Council
Civic Centre
158 Russell Street
BATHURST NSW 2795

By Mail

Bathurst Regional Council
Private Bag 17
BATHURST NSW 2795

By email

council@bathurst.nsw.gov.au

Office use only

Date application received: File Reference: