

Government Information (Public Access) Act 2009 NSW

FORMAL ACCESS APPLICATION

Please complete this form to apply to make a formal application to access government information in NSW under the *Government Information (Public Access) Act 2009 NSW* (GIPA Act). If you need assistance with completing this form, please contact the Right to Information Officer on 02 6033 8951 or visit our website at <https://www.federationcouncil.nsw.gov.au/Council/Government-Information-Public-Access>. You can lodge your access application via post, in person, or by email.

SECTION 1. YOUR DETAILS

Title: Mr/Mrs/Ms/Miss	
Surname:	
Other names:	
Postal address:	
Postcode:	
Email:	
Correspondence address:	<input type="checkbox"/> I agree to receive correspondence at the above email address.
Day-time telephone:	

The questions below are optional. Information supplied will support improvements to our services.

Place of birth:	
Main language spoken:	
Aboriginal or Torres Strait Islander:	
Do you require any special needs for assistance with this application?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Lodgment of this completed form can be made via post to Federation Council PO Box 77 COROWA NSW 2646 **or in person** at of Council’s Office locations.

- Corowa Civic Centre, 100 Edward Street, Ball Park, Corowa NSW 2646,
- Mulwala Mulwala Library and Council Office, 71 Melbourne Street Mulwala NSW 2647
- Howlong Howlong Community Resource Centre and Library, 59 Hawkins Street, Howlong NSW 2643
- Urana 30 – 32 William Street, Urana NSW 2645

OFFICE USE ONLY:

Date Application ReceivedReceipt No:.....
 File Reference:.....

SECTION 2. PERSONAL INFORMATION / PROOF OF IDENTITY

Are you seeking personal information?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you applied, at any time, to another agency for similar information? If yes, please state the name of the agency.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Only required when an applicant is requesting information on their own behalf. 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:

- Australian driver’s licence (with photograph, signature and current address)
- Current Australian passport
- Other proof of signature and current address detail

SECTION 3. GOVERNMENT INFORMATION REQUESTED

<p>Please describe the information you would like to access in enough detail to allow us to identify it.</p> <p>For DA Records, (Pre 1 July 2010) please complete Section 4.</p> <p>Note: If you do not give enough details about the information, or if the scope is too large to be managed effectively, Federation Council may request further clarification or refuse to process your application.</p>	
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SECTION 4. DEVELOPMENT APPLICATION (DA) RECORDS REQUESTED (under Schedule 1 s.3(2) GIPA Regulation 2018)

Processing times for DA requests prior to 1 July 2010 are governed by legislation and may be up to 30 days, subject to the volume of records located and any third party consultation required. Applicants are advised to consider this when making their request, especially for all conveyancing matters.

For DA Records post 1 July 2010, please do not use this form. You may email Council direct or complete a [Request for Development Records form](#) available on Councils website.

Are you seeking DA Records consisting of the following? (a) plans and specifications for any residential parts of a proposed building, (b) commercial information, (c) development applications made before 1 July 2010 and any associated documents		Yes <input type="checkbox"/> (Please continue) No <input type="checkbox"/> If no, please complete Section 3	
Specific Information required (Attach additional pages if required)			
Date range of documents required		Date from:	Date to:
Street Number & Address			
Lot No		Deposited Plan (DP) No	
Are you the property owner?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you recently purchased the property?		Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of settlement
Do you have Copyright Authorisation?*(Copyright belongs to the person or organisation who prepared the plans/documents). No copies are able to be made without authorisation.		Yes <input type="checkbox"/> I have attached the consent for the copyright owner or No <input type="checkbox"/> I have been unable to locate the copyright owner Owner’s written consent is required to access internal floor plans.	
Name of Copyright Owner (<i>person or company you have searched for</i>).			
Details of Searches Conducted (<i>eg. Extracts from ASIC or ABN Registration websites etc</i>).			

SECTION 5. FORM OF ACCESS

How do you wish to access the information?

- Inspect the document(s)
- A copy of the document(s) *Items subject to copyright are only available for viewing in the office.
- Access in another way (please specify)

For general information about the GIPA Act contact the Information and Privacy Commission on 1800 472 679 or visit the IPC’s website at www.ipc.nsw.gov.au

SECTION 6. APPLICATION FEE

I attach payment of the **\$30 application fee** by cash / cheque / money order / (Please circle)

Payment can be made by contacting our Customer Service centres on page 1. Please do not send cash by post.

The Application fee is legislated and cannot be discounted.

SECTION 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

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

SECTION 8. DISCOUNT IN PROCESSING CHARGES

You may be asked to pay an additional charge for processing the application (\$30 p/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.

Please note that a processing charge cannot be discounted by more than 50% even if both reasons are relevant.

Applicant’s signature:

Date:.....