

Formal Access Request Form

Pursuant to section 41 of the <i>Government Information (Public Access) Act 2009</i>	
Instructions	Either type in the fields provided or print this form and complete it using a pen and BLOCK LETTERS. If you need help in filling out this form, please contact Council's Right to Information Officer on 6226 1477 or visit our website at www.yassvalley.nsw.gov.au
Part A	
1. Applicant's Details	Surname Title
	Given Name
	Address
	Mobile Number
	Work Phone
	Email Address
2. Preferred Method of Communication	How would you like to be contacted by Council? <input type="checkbox"/> Email <input type="checkbox"/> Post
3. Type of Applicant	<input type="checkbox"/> Member of Public <input type="checkbox"/> Media <input type="checkbox"/> Member of Parliament <input type="checkbox"/> Private Sector Business <input type="checkbox"/> Not for profit organisation or community group
4. Proof of Identity	Proof of identity includes Driver Licence, Photo Card, Passport etc. <input type="checkbox"/> By checking this, you agree to provide proof of your identity.
Part B	
5. 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 Council may refuse to process your application.
6. Type of Information	Are you seeking personal information? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If the information relates to a property owned by a person other than the applicant, consent letter duly signed by landowner(s) must be attached to this application.</i>
7. Form of Access	How do you wish to access the information? <input type="checkbox"/> Inspect the document(s) <input type="checkbox"/> Copies of document(s)
Part C	
8. Disclosure Log	If the information sought is released to you and Council considers that it may be of interest to other members of the public, Council may record this in its 'disclosure log' on its website. It may also make the information provided to you available to other members of the public. Please note that your name and other personal information are not disclosed. Do you object to this? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>You can object to information being included in the Disclosure Log if it includes: Information on applications for personal information regarding the applicant; Information about applications where factors involving the applicant were a consideration in whether or not the disclosure of the information was in the public interest.</i>

9. Discount in Processing Charges	<p>If you are given access to the information sought, 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:</p> <p><input type="checkbox"/> Financial hardship – please attach supporting documentation (eg a pension or Centrelink card)</p> <p><input type="checkbox"/> Waiver of charge for personal information application (20 hours)</p> <p><input type="checkbox"/> Special benefit to the public – please specify why below:</p>
10. Application with other agency	<p>Have you submitted an access application to another government agency for the same information?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes if yes, provide name of agency: _____</p>
11. Application Fee	<p>I attach payment of the \$30.00 application fee by (please do not send cash by post):</p> <p><input type="checkbox"/> Cash/Card <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order</p>
12. Use of information	<p>Why do you need this information?</p>
13. Declaration	<p>I agree that Council will not release any excluded information in accordance with section 43 of Government Information (Public Access) Act 2009 (the Act). I agree that in accordance with Section 72(2)(c) of the Act, Council will not release information (e.g. plans and reports) that is copyright protected unless the copyright owner has expressly consented in writing. View only access of documents may be provided. I agree that I will indemnify Council in respect of any action or claim arising from this application.</p> <p>I declare that no restraint order is in force against me. A restraint order restricts or limits a person from making an access application for government information to a particular agency or agencies.</p> <p>I give consent to Council to collect and use my information for the purpose outlined in this form.</p> <p>I declare that the information provided in this form is complete and accurate.</p> <p>Applicant's signature: _____ Date: _____</p>

Please email this form along with proof of application fee to council@yass.nsw.gov.au or post or lodge it at:

General Manager
Yass Valley Council
P O Box 6
YASS NSW 2582

General Manager
Yass Valley Council
209 Comur Street
YASS NSW 2582

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

OFFICE USE ONLY			
Request received by		Application received on	
Application Fee Paid		Payment Method	
Referred to		Section	
Signature of Officer			

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