

**Government Information (Public Access) Act 2009**  
**FORMAL ACCESS APPLICATION**

**About this form**  
You may use this form to apply to Council for formal access to government information under the Government Information (Public Access) Act 2009

**How to complete this form**  
1: Ensure that all fields have been filled out correctly.  
2: Please note that fields on this form marked with an \* are mandatory and must be completed before submitting the application.

**Part 1: Applicant Details**

**Surname \*** ..... **Title \*** Mr / Mrs / Ms  
**Given Name/s \*** .....  
**Postal Address \*** ..... **Postcode \*** .....  
**Day-time telephone \*** ..... **Facsimile**.....  
**Email Address** .....

I agree to receive correspondence at the above email address.

**Part 2: Government Information**

Please describe the information you seek. Note: If you do not give enough details about the information, we may not be able to process your application. You should also advise if the information is your personal information.

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

**Part 3: 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).....

**Part 4: Application Fee**

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

**Part 5: Disclosure log**

If the information sought is released to you and would 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 the agency’s website.

Do you object to this? **Yes / No** (circle one)

**Part 6: Discount in processing charges**

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:

- Financial hardship – please attach supporting documentation (eg a pension or Centrelink card).

**AND / OR**

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

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**Part 7: Applicant Declaration**

Applicant’s Signature \* .....

Date: .....

**Part 8: Privacy & Personal Information Protection Notice**

**Purpose of Collection:** For formal applications under the Government Information (Public Access) Act 2009.

**Intended Recipients:** Council staff and public access under Schedule 1 of the Government Information (Public Access) Regulation 2009

**Supply:** A Formal Access application is voluntary however a completed application is required for delivery and management of GIPA Applications

**Storage:** Council’s adopted Records Management Systems and Archives.

**Office Use Only**

Receiving Officer	Date Application Received
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