

Please complete this form to apply for formal access to Council's information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the Public Information Officer on (02) 4221 6111. For further information visit our website at www.shellharbour.nsw.gov.au

1. Applicant Details

Title (Mr/Mrs/Miss/Ms) Family Name First Name/s

Company (if relevant)

Postal address Postcode

Daytime Phone and/or Mobile Fax

Email

Tick this box if you agree to receive correspondence by email

2. Consent

The GIPA Act requires Council to consult with third parties when considering the potential release of information about their personal, business or other affairs. If Council is required to consult other people about your application, it is sometimes helpful to tell that person that you are the applicant. Please indicate below if you consent to your name as the applicant being disclosed:

Yes I consent to my name being disclosed to a third party during consultation

No I do not consent to my name being disclosed to a third party during consultation

3. Council information

Please describe the information you would like to access in enough detail to allow us to easily identify it. This may include a date range, application numbers, property address etc.

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

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Are you seeking your own personal information? **Yes** (go to section 4)

No (go to section 5)

4. Proof of identity (Only required when an applicant is requesting information on their own behalf)

When seeking access to their own personal information, an applicant must provide proof of identity in the form of an original or *certified copy* of any one of the following documents:

Australian driver's licence Proof of Age Card/Photo ID Current Australian passport

Other proof of signature and current address details

5. Form of access

How do you wish to access the information?

- Inspect the document(s) Hardcopy of the document(s)
(Photocopying charges apply)
- Document(s) on USB/DVD (\$20)
- By email

6. Application Fee

I attach payment of the **\$30 application fee** by:

- Cash (Please do NOT send cash by post)
- EFT (Please contact Customer Services on 4221 6111 to make payment over the phone)
- Cheque/money order (Please make cheque/money order payable to Shellharbour City Council)

7. 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 (excluding any personal information) may be recorded in Council's 'disclosure log'. This is published on Council's website.

Do you object to this? Yes No

8. Discount in processing charges (Note: There are no reductions in the initial \$30 application fee)

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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Applicant's signature: **Date:**

Please post this form to:

By Email:

Or lodge it at:

General Manager
Shellharbour City Council
Locked Bag 155
Shellharbour City Centre
NSW 2529

Council@shellharbour.nsw.gov.au

Council's Administration Building
Shellharbour Civic Centre,
76 Cygnet Avenue
Shellharbour City Centre

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

The information on this form is being collected by Shellharbour City Council for the purpose of processing your request for access to Council's information. Your personal information will be used by Council staff for the purpose of responding to your request. This completed form will be stored in Council's electronic records management system. You may apply to Council to access and correct this information. Please see Council's [Privacy Management Plan](#) or contact Council's Privacy Officer on 4221 6111 for more information.

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: www.ipc.nsw.gov.au

Office use only

(Code: 007)

Paid by Cheque/Money Order EFT Cash Receipt No. Date