

Formal Access Application  
 Government Information (Public Access) Act 2009 (Section 9)  
 City Performance

Applicant			
Surname			
Given Name			
Address			
Suburb		Postcode	
Phone/Mobile Phone			
Email Address			

I agree to receive correspondence at the above email address

In processing your application, it may be necessary to consult with other parties. If you object to the disclosure of your name as the applicant, please indicate by ticking the box

**Important Information**

*Please complete this form if you are requesting access to information as provided for under section 9 of the Government Information (Public Access) Act 2009 (GIPA Act). Government information is information contained in a record held by Council. If you need help in filling out this form or require further information, please contact Council's Information Officer on (02) 4429 3111 or visit our website shoalhaven.nsw.gov.au*

**Details of Request**

Please describe the information you would like to access in enough detail to allow us to identify it.  
 (Please note if you do not give enough details about the information, Council may refuse to process your application).

Are you seeking personal information Yes      No


**Proof of Identity**

*(Only required when an applicant is seeking to access their own personal information).  
 When seeking access to personal information, you must provide proof of identity in the form of an original or a certified copy of any one of the following documents*

Australian Drivers Licence (with photograph signature & current address)	Current Australian Passport	Other proof of signature and current address details
Applicant's Signature	Date	

**Privacy Notification:** The information on this form is being collected by Shoalhaven City Council and supports your request for access to personal information from a public register. The declaration will be used by Council staff for the purpose of determining your request. The provision of this information is voluntary however, without it Council may not be able to process your request. You may apply to Council for access to this information at any time.

Office Use Only	
Related Policies:	POL16/196 – Public Access to Council Information
TRIM Form Number	FM11/232 (Form 746)
Owned by (Department):	City Performance



F O R M 3 5 6 2

### 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)

### Application Fee

I have attached payment of the **\$30 application fee** by cash    cheque    money order

*Note: Please do NOT send cash by post. Payment must be made to the agency you are requesting information from)*

### Third Party Consultation

Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or agency, the agency may be required to consult with third parties before deciding your application. The purpose of this consultation is for the agency to determine whether the third party has an objection to disclosure of some or all of the information being requested. Please indicate whether you consent to your identity as an applicant being disclosed to the involved third party

Do you object to this    Yes    No

### Disclosure Log

If the information sought is released to you and the IPC 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 the IPC's 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

### 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 (eg a pension or Centrelink card) and/or

Special benefit to the public – please specify why below