



Government Information (Public Access) Act 2009

FORMAL ACCESS APPLICATION

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009* ("GIPA Act"). If you need help in filling out this form, please contact the Right to Information Officer on 9735 1222 or visit our website at <www.auburn.nsw.gov.au>.

1. Your details

Surname: **Title:** Mr / Ms
Other names:
Postal address: **Postcode:**
Day-time telephone: **Facsimile:**
Email:

Do you have special needs for assistance with this application:

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.....

I agree to receive correspondence at the above email address.

2. 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, the agency may refuse to process your application.

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

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).....
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4. Application Fee

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

(Note: please do NOT send cash by post)

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)

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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Applicant's signature:

Date:

Please post this form or lodge it at:

Auburn Council
Post Office Box 118 or 1 Susan Street
AUBURN NSW 1835

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 194 210 or at its website: <www.informationcommissioner.nsw.gov.au>.

Office use only

Date application received:

File reference: