



Government Information (Public Access) Act 2009 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 0249934294 or visit our website at www.cessnock.nsw.gov.au.

1. Your details

Surname: **Title:** Mr / Ms

Other names:

Postal address: **Postcode:**

Day-time telephone: **Facsimile:**

Email:

The questions below are optional and the information will only be used for the purposes of providing better service.

Place of birth: **Main language spoken:**

Aboriginal or Torres Strait Islander: Yes / No (circle one)

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, Council 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)

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 Council's 'disclosure log'. This is published on the Council'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:

- Is the holder of Pensioner Concession card issued by the Commonwealth that is in force;
OR
- Is a full-time student;
OR
- Is a non-profit organisation (including a person applying for or on behalf of a non-profit organisation).

Applicant's signature:

Date:

Please post this form or lodge it at:

Cessnock City Council, 62-78 Vincent Street, PO Box 152, Cessnock NSW 2325

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: Receipt Number:

File reference: 43/2010/.....