

# Application for access to Council information

Government Information (Public Access) Act 2009 (NSW)



## How to lodge this application

**Post:** Blue Mountains City Council, Locked Bag 1005, Katoomba, NSW 2780

**In person:** 2-6 Civic Pl, Katoomba NSW 2780 or 104 Macquarie Rd, Springwood NSW 2777

**Fax:** (02) 4780 5555 **Email:** council@bmcc.nsw.gov.au

**Important information about this form:** Please read carefully before completing your application

1. This form is to be used for access to information held by Council.
2. Council will provide access to information it holds except where there is a legal requirement exempting Council from releasing the document or where there is an overriding public interest against disclosure of the information.
3. Requests for information that contains personal or business information are subject to consultation with those parties.
4. Applications for access to information will be assessed according to relevant legislation and Council procedures.

## Fees and charges:

1. There is no application fee for informal requests. Fees may apply for Council publications or for photocopying.
2. There is a \$30 application fee for formal applications under the *Government Information (Public Access) Act 2009 NSW* ('GIPA Act').
3. A processing charge of \$30 per hour for formal applications under the GIPA Act will also apply if the information requested does not relate to the applicant's personal affairs or if a request for personal information takes more than 20 hours to process. A 50% reduction in fees may be granted for applicants claiming financial hardship or special public benefit reasons when requesting the information. Estimates will be provided prior to commencing the information search.

## Application details

I am submitting an informal request for access to Council information (no application fee)

I am submitting a formal request for access to Council information (\$30 application fee)

Note: Council encourages applications to be made as informal applications in the first instance. However, Council may advise that certain applications, such as those involving third party information may need to be made as formal applications.

## Applicant's details

Surname:

Given Names:

Title:

Company (if applicable):

Postal Address:

Postcode:

Telephone number:

Mobile:

Email address:

Preferred method of contact:

I am making this application on behalf of another person:

Yes\*

No

\* If yes, please ensure that you complete this form as yourself and attach relevant consent documentation.

## Information requested

1. Please describe the information (e.g. documents) that you are requesting:

2. This information relates to my personal affairs:      Yes (identification required)      No

3. Would you like to provide additional details that may assist us with your application?

4. Form of information requested:      Inspection only      Electronic copy      Hardcopy

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## Attachments to this form

Certified copy of my identification      Yes      No

Evidence of authority to request information on behalf of another person      Yes      No

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## Signature

As the applicant, I declare that:

1. The information given on this form is true and correct.
2. I agree to pay any and all required fees associated with this application.
3. I understand that I must seek the copyright owner's consent in order to use any part of a copyright document.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Privacy Protection Notice:** The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIPA).

**Intended recipients:** The intended recipients of the personal information are officers within the Council.

**Reason for collection:** Council is collecting this personal information from you in order to process your information request.

**Supply:** The supply of information by you is voluntary.

If you do not provide Council with this information, we may be unable to process or complete your application.

**Access and Correction:** You may make an application to access or amend information held by Council.

**Storage:** Council is the agency that holds and controls the information: Locked Bag 1005, Katoomba NSW 2780

**Enquires about this form:** Contact the Privacy Contact Officer, Locked Bag 1005, Katoomba NSW 2780 (council@bmcc.nsw.gov.au; (02) 4780 5000.

### Office use only:

Ledger no: \_\_\_\_\_ Receipt no: \_\_\_\_\_ Amount Received: \_\_\_\_\_ Date: \_\_\_\_\_

**1. Original to Records ASAP**

**2. Copy to Information Access Officer**