APPLICATION FOR ACCESS TO COUNCIL INFORMATION

Government Information (Public Access) Act 2009 NSW

How to lodge this application

Post: Blue Mountains City Council, LMB 1005, Katoomba, NSW 2780

In person: 2-6 Civic Place, 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. Council will not disclose the name, address or other personal information of members of the community who report, in good faith, information to Council relating to actions of others who have acted contrary to laws and regulations.
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: ........

Postal Address: ………………………………………………………………………. ...............………………

………………………………………………..……..……………………………………..Postcode: ………………

Telephone number: …………………………………………….Mobile: …….……………………………………..

Email address: ……………………………………….………………………………………………..

BMCC GIPA application form
Information requested
I am applying for access to the following information:

………………………………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………………………………
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If the information sought relates to a property, please provide the address:

………………………………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………………………………

This information relates to my personal affairs  ☐ Yes ☐ No
I am the owner of the property  ☐ Yes ☐ No
Is there any other information that you think may be relevant to the determination of your application?
☐ Yes ☐ No

If yes, please give details………………………………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………………………………

Form of information requested:
☐ Inspection ☐ Copy ☐ Other

Attachments to this form
Certified copy of my identification ☐ Yes ☐ No
Proof of authorisation to act for the owner of the property ☐ Yes ☐ No

Proof of authorisation can be a written authorisation attached to this form, or by completion of the following Owner’s Consent declaration.

Owners Consent
As the owners of the property located at………………………………………………………………………………………………………………………………………………………………………………
I/we give consent to ……………………………………………………………….. to make this application.

Signature
As the applicant to this application, I declare that:

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

Signed: …………………………………………………….. Date: ……………………………………………………..

Office use only:
Ledger no: ……………Receipt no: ………..Amount Received: ………..Date: ………..
1. Original to Records ASAP  2. Copy to Executive Services – Compliance