

FORMAL APPLICATION FOR INFORMATION

Made under *Government Information (Public Access) Act 2009* (GIPA)



Customer Request No: (office use only)

Title:	Date:
Family Name:	Given Name:
Company/Organisation (if applicable):	
Postal Address (within Australia)	
Suburb:	Postcode:
Type of application: <input type="checkbox"/> Member of Parliament <input type="checkbox"/> Private Sector Business <input type="checkbox"/> Media <input type="checkbox"/> Not for Profit/Community Group <input type="checkbox"/> Member of Public Legal representative <input type="checkbox"/> Member of Public (other)	

Email:	Phone No:
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Council encourages applications to be made as **Informal** applications in the first instance. There is no application fee for lodging an informal application; however, charges will apply in accordance with Council's adopted fees and charges available on Councils website <https://portal.lgsolutions.net.au/Fees/Public/Sutherland%20Shire%20Council>

Council may advise that certain applications (for example you have requested information that relates to a third party) require a **Formal** application to be lodged.

If you wish to make a **Formal** application you will need to pay a \$30.00 application fee and statutory processing charges of \$30.00 per hour where applicable.

Examples of information that require a **Formal** application are any of the following:-

- Information that is personal information of a third party who must be consulted.
- Information that relates to a third party business that must be consulted.
- Information that relates to an investigation carried out by Council
- Information that is subject to legal professional privilege
- Large volumes of information that involve extensive search.
- Information which could not be provided informally

Please note: This list is not exhaustive.

Please provide details of the information you are seeking below:-

Address of Property:
Please describe the information you seek. If you do not give enough details, we may not be able to process your application. You should also advise if the information is your personal information . If you are seeking your own personal information, proof of identity is required (see over page).
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The statutory standard for your application is 20 working days (35 for archived files or third party consultation is required)

Please complete page 2 over page and for additional information.

Proof of Identity *(only required when you are requesting information containing your own personal information)*

When seeking access to your own personal information, you **must** provide proof of identity in the form of a certified copy of **one** of the following:

- Australian drivers licence with photograph:
- Current Australian passport:
- Other proof of signature with current address details:

Third Party Consultation

Under section 54 of the GIPA Act an agency may be required to consult with third parties before deciding your application. The purpose of consulting is for the agency to determine if the third party has any objection to the disclosure of some or all of the information being requested and their reasons.

Please indicate below if you **consent** to your name only being disclosed to the third party/s.

Do you consent to this? YES / NO *(please circle one)*

Further Information

More information regarding accessing information and your privacy is available via Council's website at <http://www.sutherlandshire.nsw.gov.au/Council/Accessing-Information/Accessing-Council-Information-GIPA>

Information is also available from the Information and Privacy Commissioner (NSW) website at <http://www.ipc.nsw.gov.au/>

Privacy Notice

The personal information you provide on this form is necessary to enable Council staff to contact you in relation to your GIPA application. The personal information can be viewed by Council staff and may be viewed by others as required by Law.