



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 Council's Right to Information Officer; Emily Schnitger, on telephone (02) 4845 4100 or visit our website at www.upperlachlan.nsw.gov.au

1. Your details

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

2. Proof of identity

Only required when an applicant is requesting information on their own behalf.

When seeking access to personal information, an applicant must provide proof of identity in the form of a certified copy of any one of the following documents:

- Australian driver's licence with photograph, signature and current address
- Current Australian passport
- Other proof of signature and current address details

3. Government information

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

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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Property Information:

Street Address:
Town: **Postcode:**
Lot: **DP:**

4. 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)

5. Application Fee and Advance Deposit

You will need to complete a Formal Information Access Application form and pay the \$30.00 application fee. In some cases an Advance Deposit may be requested, where the work required to produce the documents will take many hours.

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

6. 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)

Applicant's signature:

Date:

Please post this form:-

Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2581

Alternatively please lodge the form at:-

Upper Lachlan Shire Council
Gunning Office
123 Yass Street
GUNNING NSW 2581

E-mail address: council@upperlachlan.nsw.gov.au

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: www.oic.nsw.gov.au.

Office use only

Date application received:

File reference: