



Government Information (Public Access) Act 2009 INFORMAL ACCESS APPLICATION

Please complete this form if you are requesting access to information as provided for under Section 8 of the Government Information (Public Access) Act 2009 GIPA Act. Government information is information contained in a record held by Council.

1. Your Details

Surname: **Title:** Mr / Ms

Other names:

Postal address: **Postcode:**

Day-time telephone:..... **Facsimile:**.....

Email:

- I agree to receive correspondence at the above email address.
- In processing your application it may be necessary to consult with other parties, if you object to the disclosure of your name as the applicant, please indicate by ticking the box.

2. Details of Request

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.

.....

.....

.....

.....

.....

.....

.....

.....

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

3. Proof of Identity

Only required when an applicant is seeking to access their own personal information.

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

4. Property Owners Consent

If you are seeking access to property files (ie Building & Development application files), and you are not the owner of the property, it will expedite your application if the current owners consent is provided at application stage.

Property Owners Details

Name: (please print)

Postal Address:Postcode

I hereby consent to Council (*tick one*)

- Allowing the applicant to inspect the documents requested in this application.
- Allowing the applicant to both inspect and take copies of any documents requested in this application.

Signature of owner:Date

5. 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)

6. Copying Charges

I understand I may be required to pay a copying charge for any documents taken away.

Applicant's signature:

Date:

You can lodge the completed Application by:

MAIL: Greater Hume Shire Council, PO Box 99, HOLBROOK NSW 2644

EMAIL: mail@greaterhume.nsw.gov.au

IN PERSON: **Holbrook Office** 39 Young Street, Holbrook

Culcairn Office 40 Balfour Street, Culcairn

Henty RTC/Library 32 Sladen Street, Henty

Jindera Office Shops 8 & 9 Jindera Plaza, Jindera

WHAT NOW: For further information regarding your application please contact us by:

TELEPHONE: 1300 653 538 or visit our **WEBSITE:** www.greaterhume.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:

Receipt: :.....
