

Government Information (Public Access) Act 2009

ACCESS APPLICATION FORM

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 in this form, please telephone Council on 02 6801 4000 or visit our website at www.dubbo.nsw.gov.au.

APPLICANT DETAILS	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - Please specify:
Name/s	
Date of Birth <i>Optional</i>	
Residential Address <i>Include City, State & Postcode</i>	
Postal Address <i>Include City, State & Postcode</i>	
Contact Number	
Facsimile	
Email Address	

The questions below are optional and the information will only be used for the purposes of Council providing better service.

Place of birth: _____ Main language spoken: _____

Aboriginal or Torres Strait Islander: Yes No

Do you need special assistance with this application? Yes No *(if yes please call Council 02 6801 4000)*

I agree to receive correspondence at the above email address.

PROOF OF IDENTITY – only required if you are seeking personal information from Council	
Are you seeking personal information	<input type="checkbox"/> Yes <input type="checkbox"/> No
When seeking access to personal information, an applicant must provide proof of identity in the form of a <i>certified copy</i> of one of the following documents:	
<input type="checkbox"/> Australian Drivers Licence <i>(with photograph, signature and current address)</i>	
<input type="checkbox"/> Current Australian Passport	
<input type="checkbox"/> Other proof of signature and current address	

GOVERNMENT INFORMATION REQUESTED

Please describe the information you would like to access in enough detail to allow us to identify it.

Please note, if you do not give enough details about the information you require Council may be unable to process your application.

How do you wish to access the information?

- Inspect the document(s)
- A copy of the document(s) (paper copies of documents require a \$0.95 photocopying charge per A4 page)
- Access in another way (please specify):

APPLICATION FEE

I attach payment of the \$30 application fee by
Please do not send cash payment by post

- Cash Cheque Money Order

DISCLOSURE LOG

If the information you request is released to you and may be of interest to other members of the public, it could be published in the Disclosure Log on the Dubbo Regional Council website. Your name and personal details are not included in the Disclosure Log.

If you object to your information being included please tick

Government Information (Public Access) Act 2009

ACCESS APPLICATION FORM

If you are given access to the information sought, you may be asked to pay a charge for processing the application (\$30 / hour). In some instances an advanced deposit may be required.

Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

- Financial hardship – please attach supporting documentation (e.g. a pension or Centrelink card).

AND / OR

- Special benefit to the public – please specify why: _____

APPLICANT SIGNATURE	
Signature	
Print Name	
Date	

Post this form to: Dubbo Regional Council, PO Box 81, DUBBO NSW 2830

Lodge in person at: Customer Experience Centre Dubbo
Civic Administration Building, Church Street, DUBBO

Or at;

Customer Experience Centre Wellington
Corner Nanima Crescent and Warne Street, WELLINGTON

Lodge by email to: council@dubbo.nsw.gov.au

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or at its website: www.ipc.nsw.gov.au

OFFICE USE ONLY					
Receipt Type		Amount		Receipt Number	
Cashier				Date	