

# Formal Access Application

## Government Information (Public Access) Act 2009



Please complete this form to apply for formal access to Council information under the *Government Information (Public Access) Act 2009* (NSW). If you need help to complete this form, please contact Council's Legal and Information Officer on (02) 4974 2435 or visit our website at [www.newcastle.nsw.gov.au](http://www.newcastle.nsw.gov.au) and search for Council/Access to information.

### 1. Your details

Surname.....Title.....

First Name.....

Business / Group Name.....

*(if the application is lodged on behalf of a business or a group)*

Postal address.....Postcode.....

Telephone.....Email.....

I would like to receive correspondence to my email address.

### 2. Government information

Please describe the information you would like to access *(attach another page if more space is required)*.

*Note: If you do not give enough detail about the information sought, Council may refuse to process your application*

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.....  
.....

Please tick the boxes if you agree to the release of the following information to any other (third) party Council may be required to consult in order to process this application. This information may assist the third party to understand why you are seeking their information.

Your name and or Business / Group name:  Yes  No

The government information described in the application  Yes  No

### 3. Proof of identity

Are you seeking access to your personal information?  Yes  No

*(If yes, please answer question 3)*

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

Driver's licence  Other proof of signature and current address details

### 4. Form of access

How do you wish to access the information? (tick one option only)

Inspect the document(s)  Receive a copy of the document(s)

Access the document(s) in another way (please specify).....

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### 5. Application Fee

Payment of the **\$30 application fee** by:

- Payment in person (cash / cheque / money order / credit card)
- Payment by mail (cheque / money order only)
- Payment by telephone on (02) 4974 2000 (credit card only - processing surcharge may apply)

**Please quote job number T30 10 - 2020 - 1001 - 43537**

*Note: do NOT send cash by post*

### 6. Discount in processing charges

You may be asked to pay a charge for processing the application (\$30/hour). 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 (eg pension or Centrelink card)
- Special benefit to the public - please attach supporting documentation.

### 7. Disclosure log

If the information sought is released to you and would be of interest to other members of the public, specific details about your application may be recorded in Council's disclosure log. This is published on Council's website.

Do you object to this?     Yes     No

*If you object, Council will provide further information to you on your rights.*

Applicant's signature.....Date.....

### Protecting your privacy

Council is committed to protecting your privacy and takes reasonable steps to comply with all relevant legislation. The information is collected by Council for the purpose of processing your application. Your personal information will be stored in accordance with relevant legislation and will only be accessed by authorised Council Staff. If you do not provide information, Council may not be able to process your application. Your information can be checked for accuracy by contacting Council's Legal and Information Officer on 4974 2435.

### Lodging your Formal Access Application

In person:

**The City of Newcastle**  
City Administration Centre  
282 King Street  
Newcastle NSW 2300

By mail:

**The City of Newcastle**  
PO Box 489  
Newcastle NSW 2300

*General information about the GIPA Act is available by calling the Office of the Information and Privacy Commission NSW on freecall 1800 IPC NSW (1800 472 679) or at its website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)*