Formal Access Application

Locked Bag 5
YOUNG, NSW 2594
P: 1300 445 586
E: mail@hilltops.nsw.gov.au
W: www.hilltops.nsw.gov.au

Pursuant to Section 41 of the *Government Information (Public Access) Act 2009*

If you need help in filling out this form, please contact Council's Right to Information Officer on 1300 445 586 or visit our website at www.hilltops.nsw.gov.au

1. Name and Address

Title:	Surname:	Given:
Postal Address:		
		Postcode:
Telephone (H):		(W):
Mobile:		Fax No:
Email:		

☐ I agree to receive correspondence at the above email address

2. Property Details

Street / Rural Address No.		
Street / Roads Name:		
Town / Locality:		
Lot No.	Section No.	DP or SP No.
Building Name:		Approx Age of Building:
Descriptions of Development:		

3. Information Requested

Please describe the information you would like to access in enough detail to allow us to identify it.
Note: If you do not provide sufficient detail, Council may not be able to process your application.

Date range of information required	Start Date:	End Date:
Are you seeking personal information?	☐ Yes	☐ No

4. 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 of the following documents:

☐ Australian Drivers Licence ☐ Current Passport

☐ Other (Please specify): _____

5. Application Fee

$30 Application fee to be paid:

☐ In Person (Cash/ Cheque/ Money Order / Credit Card)
☐ By Mail (Cheque/ Money Order only) ***Note:*** *Do not send cash by post*
☐ By Telephone (Credit Card payment only)
Note: *We will call you once the application has been received to arrange payment)*

6. Disclosure Log

If the information sought is released to you and Council considers that it may be of interest to other members of the public, Council may record this in its "disclosure log" (s.25 GIPA Act) on its website. Council may also make the information provided to you available to other members of the public. Please note that your name and other personal information are not disclosed.

☐ Yes, I object.
☐ No, I have no objection.

7. Processing Charges

- A **$30 per hour processing charge** will apply in processing your application.
- You will be supplied with an estimate of processing charges prior to processing of your application.
- You may be required to pay an advance deposit (s.68 GIPA Act)
- You may apply for a reduction of the processing charge under the following categories, but you will be required to provide supporting documentation. A 50% reduction applies to holders of a Pension or Centrelink Card, Full time students and Non-profit organisations. If you wish to apply for a discount, please indicate the reason:

☐ Personal information (first 20 hours of processing time is free – proof of identity required)
☐ Financial hardship (50% reduction) (certified copy Pension or Centrelink Card required)
☐ Full-time student (50% reduction) (proof required)
☐ Non-profit organisation (50% reduction) (proof required)
☐ Special benefit to the public (50% reduction)

*If you selected a special benefit to the public, please specify why below. Council will consider if such reasons substantiate that the information requested would better inform the public about government and/or concerns a public issue which would be of special benefit or special interest to the public generally.

8. Form of Access

How do you wish to access the information?

☐ COPY OF DOCUMENTS ☐ INSPECT DOCUMENTS ☐ OTHER (please specify)

9. Privacy & Personal Information Protection Notice

The personal information requested on this form is collected for the purpose of recording and processing this application and providing the information requested. Access is limited to use by Council employees and other authorised persons. Supply of the personal information is voluntary, but if you cannot, or do not wish to, provide the information sought, Council may not be able to process your application. You may make application for access or amendment to information held by Council. This document will be stored on Council's electronic Records Management database and archives.

10. Applicant Declaration

- ☐ The information I have provided is complete and correct.
- ☐ Where applicable, I have attached documents required for the purpose of this application (e.g. evidence of identity, evidence of financial hardship re processing charges).
- ☐ I have included the relevant application fee.
- ☐ I understand that I may be required to pay processing charges and an advance deposit in respect of this request and that I will be supplied with an estimate of charges prior to processing if appropriate.
- ☐ I understand it is an offence to give misleading information about my identity and doing so may result in a decision to refuse to process my application.
- ☐ I have read the Privacy & Personal Information Protection Notice below.

Signature: _____ Date: _____

Processing Times

Under "Formal Access" Council must give you notice of its decision within 20 working days, although this time may be extended by 10-15 working days where consultation with a third party is required or to retrieve information from archives. Under "Formal Access" you have a right of review of Council's decision of whether to provide the information requested.

NOTE: Council encourages applications for access to information to be made, in the first instance, under the "Informal Release" provisions of the *Government Information (Public Access) Act 2009*. Please contact Council's GIPA Right to Information Officer for more information.

Lodgement details

You may lodge this form by post, in person, email or fax

Mail: Locked Bag 5, Young NSW 2594
In Person: 189 Boorowa Street, Young NSW 2594
6-8 Market Street, Boorowa NSW 2586
3 East Street, Harden NSW 2587

Email: mail@hilltops.nsw.gov.au
Fax: (02) 6384 2576
For further information regarding your application please telephone 1300 445 586

Further information

Information and Privacy Commission NSW
Website | www.ipc.nsw.gov.au
Email | ipcinfo@ipc.nsw.gov.au
Phone | 1800 472 679
Fax | 02 6446 9518
Address | Level 17, 201 Elizabeth Street Sydney 2000
Postal | GPO Box 7011, Sydney NSW 2001
Freecall | 1300 363 992

Office use only:

Receiving Officer:	Receipt No. (For Formal Application) $30	Date Received:
Processing Officer:	Receipt No. (Advance Dep Fee) $	Date Received:
Valid Application: ☐Y ☐N	Receipt No. (Processing Fee) $	Date Received:
File Numbers:		Returned Date:
Outcome of Request/ Action Taken:		