ACCESS TO INFORMATION (GIPA ACT 2009) –
ACCESS FORMAL 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 the Right to Information Officer on 9911 9911, or visit our website at www.burwood.nsw.gov.au.

YOUR DETAILS

Surname: ............................................................................................................................. Title: Mr / Ms

Other names: ........................................................................................................................

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

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

Email: .................................................................................................................................

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

GOVERNMENT INFORMATION

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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NOTE: Clause 3 of Schedule 1 to the GIPA Reg 2018 prescribes additional open access information of councils. Such information now excludes the following about development applications:

- records of decisions made before 1 July 2010 on development applications (including decisions made on appeal) (Sch. 1, clause 3(1)(a)(i) and clause 3(1)(b)),
- development applications made before 1 July 2010 and any associated documents received (whether before, on or after that date) in relation to the application (Sch. 1, clause 3(2)(c)).

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) .......................................................... .......................................................... ..........................................................

APPLICATION FEE
I attach payment of the $30 application fee by cash / cheque / money order (circle one).
(Note: please do NOT send cash by post)

Other fees will apply in accordance with Council’s Schedule of Fees and Charges and Council’s Agency Information Guide available on Council’s website.

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)

PROCESSING CHARGES
If you are given access to the information sought, you will be asked to pay a charge for processing the application ($30 / hour). An applicant may apply for a 50 per cent reduction in processing charges on the following grounds:

☐ Financial hardship (section 65) – please attach supporting documentation as follows:
  a. the holder of a Pensioner Concession card issued by the Commonwealth that is in force
  b. a full-time student
  c. a non-profit organisation, including a person applying for or on behalf of a non-profit organisation

AND / OR

☐ Special benefit to the public (section 66) – please specify why below:
Applicant’s signature: .................................................................

Date: ........................................................................................

Please post this form or lodge it at:
SUITE 1, LEVEL 2, 1-17 ELSIE STREET, BURWOOD, NSW 2134 or
PO BOX 240, BURWOOD NSW 1805

General information about the GIPA Act is available by calling the Office of the Information
Commissioner on free call 1800 194 210 or at its website:

OFFICE USE ONLY
Date application received: ...........................................................

File reference:

PRIVACY STATEMENT
If you are making this application as an individual, you may be providing Council with personal
information (such as your name and address) within the meaning of the Privacy and Personal
Information Protection Act 1998.

You are obliged by law to provide your name and address. If you do not provide the personal
information requested Council may be unable to process your application.

Council is collecting this personal information from you in order to identify and process your
application.

You may make application for access or amendment to information held by Council. You may also
make a request that Council suppress your personal information from being made publicly
available. Council will consider any such application in accordance with the relevant legislation.

Enquiries concerning this matter can be addressed to Council’s Public Officer.