

**FORMAL ACCESS APPLICATION FORM**  
**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 (GIPA Act). If you need help in completing this form, please contact Council's Governance Team on 6889 9999 or email [mail@narromine.nsw.gov.au](mailto:mail@narromine.nsw.gov.au)

**1. YOUR DETAILS**

Surname ..... Title Mr/ Mrs/ Ms/ Other .....  
 Given names .....  
 Company name .....  
 Postal address ..... Postcode .....  
 Day-time telephone ..... Facsimile .....  
 Email .....

Do you have special needs for assistance with this application: .....  
 .....  
 .....

I agree to receive correspondence at the above email address.

**2. PROOF OF IDENTITY**

Only required when you are requesting information on your own behalf.

**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:**

- Australian driver's licence  
     With photograph, signature and current address
- Current Australian passport
- Other proof of signature and current address

**3. GOVERNMENT INFORMATION**

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

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

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Lot ..... DP ..... (if applicable)

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

**4. 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) .....
- .....

**5. APPLICATION FEE**

I attach payment of the \$30 application fee by cash / cheque / money order / credit card payment receipt (circle one)

(Note: please do NOT send cash by post. Payment must be made at Council's Office).

**6. 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 Council's disclosure log. This is published on Council's website.

Do you object to this: **Yes / No** (circle one)

**7. 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 e.g. a pension or Centrelink card **AND / OR**

Special benefit for the public – please specify why: .....  
.....  
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**8. LODGEMENT**

To lodge this form: -

- Complete the form and email a copy to [mail@narromine.nsw.gov.au](mailto:mail@narromine.nsw.gov.au)
- Lodge in person at 118 Dandaloo Street, Narromine, NSW
- Post this form to PO Box 115, Narromine, NSW, 2821

Your signature .....

Date .....

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visit the IPC's website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

**Office Use Only**

Date application received ..... File reference .....