

## Formal Access Application

(Refer to Part 4 of the Government Information (Public Access) Act 2009 (NSW))

**INFORMATION:** This form is to assist you to apply for formal access to information held by Tweed Shire Council, pursuant to the *Government Information (Public Access) Act 2009 (GIPA Act)*.

You are required to pay \$30.00 when you lodge this request, pursuant to section 41 of the GIPA Act. Further, this Access Application may incur a process charge of \$30.00 per hour, pursuant to section 64 of the GIPA Act. However, section 64(3) of the GIPA Act provides that your Application fee will count as payment towards any processing charge that you may be required to pay.

You may lodge this Access Application at Tweed Shire Council offices:

Civic and Cultural Centre  
Tumbulgum Road  
Murwillumbah NSW 2484

Civic Centre  
Brett Street  
Tweed Heads NSW 2484

**OR** **Mail to:**  
General Manager  
Tweed Shire Council  
PO Box 816  
Murwillumbah NSW 2484

This Access Application will be determined within 20 working days from the date it is received by Tweed Shire Council, unless an extension of time applies, in which case you will be duly notified.

1. YOUR DETAILS			
<b>Surname:</b>	<input type="text"/>	<b>Title:</b>	<input type="checkbox"/> Mr / <input type="checkbox"/> Mrs / <input type="checkbox"/> Ms
<b>Other names:</b>	<input type="text"/>		
<b>Postal address:</b>	<input type="text"/>		
<b>Day-time telephone:</b>	<input type="text"/>	<b>Facsimile:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>		

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

<b>Place of birth:</b>	<input type="text"/>	<b>Main language spoken</b>	<input type="text"/>
<b>Aboriginal or Torres Strait Islander:</b>	<input type="checkbox"/> Yes / <input type="checkbox"/> No (select one)		
<b>Do you have special needs for assistance with this application:</b>			
<input type="text"/>			
<input type="checkbox"/> I agree to receive correspondence at the above email address (select if applicable)			

## 2. 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 one of the following documents (select which forms of identify will be supplied).**

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

## 3. GOVERNMENT INFORMATION

Please describe the information you would like to access in enough detail to allow us to identify it and explain why you want this information.

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

*A public interest test will be applied to the information sought in this Access Application. In this regard if you wish to make a submission as to what public interest considerations you think should be considered in determining your request, please attach your submission to this form.*

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

## 4. FORM OF ACCESS

How do you wish to access the information?

- Inspection 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 (select one).  
(Note: please do NOT send cash by post)

## 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 the Council's 'disclosure log'. This is published on the Council's website.

Do you object to this?  Yes /  No

Formal Access Application  
Technology and Corporate Services

7. DISCOUNT IN PROCESSING CHARGES	
Are you applying for a discount or waiver of the processing fee? If yes, on which grounds?	
<input type="checkbox"/> Financial hardship (50% reduction)	Section 65
<input type="checkbox"/> Special public benefit (50% reduction)	Section 66
<input type="checkbox"/> Waiver of charge for personal information application (20 hours)	Section 67
We may contact you in writing in the near future if you are required to provide an advance deposit, under section 68 of the GIPA Act or provide us information regarding your persona factors under section 55 of the GIPA Act.	
If you have other information that may be relevant to the determination of your Access Application, please provide that information below	
Do you wish to:	<input type="checkbox"/> view the information <input type="checkbox"/> copy the information <input type="checkbox"/> access the information
In some other way?	(Please specify)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

*General information about the GIPA Act is available by calling the Information and Privacy Commissioner on freecall 1800 472 679, 9.00am-5.00pm Monday to Friday (except Public Holidays) or at its website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)*

**Office use only**

Date application received: .....

Reference: .....