

Please print clearly in **BLOCK LETTERS** with a black pen.
 Ensure all fields have been filled out correctly.
 Please tick the appropriate boxes.
 Once your application is received a Council Officer will contact you if further information is required.

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 6499 2222 or visit our website www.begavalley.nsw.gov.au.

Applicant details

Applicant First name Surname

Postal address

Suburb Postcode

Contact Phone Mobile

Email

Do you have special needs for assistance with this application? No Yes – please specify

Information required

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, we may refuse to process your application.

Why do you want this information?

OFFICE USE ONLY



Name	<input type="text"/>
File reference	<input type="text"/>
Fee	\$30.00 Code 2073
	W2924.785

Form unable to be processed / incomplete

Awaiting further information / returned to sender

Date received

Activated by

A public interest test will be applied to the information sought in this access application. 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.

Form of access

How do you wish to access the information?

A copy of the document/s

Inspect the document/s

Access in another way – please specify

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?

No

Yes

Discount in processing charges

If you are given access to the information sought, 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 a pension or Centrelink card)

Waiver of charge for personal information application (20 hours)

Special benefit to the public – please specify:

We may contact you in writing in the near future if you are required to provide an advance deposit, pursuant to section 68 of the GIPA Act or provide us information regarding your persona factors pursuant to section 55 of the GIPA Act.

Additional comments/information

If you have any other information that may be relevant to the determination of your access application, please provide that information below:

Applicant declaration

I declare that to the best of my knowledge the information provided in this application is accurate and correct

Signature of owner(s) / proprietor(s)

Date