

**ACCESS APPLICATION - FORMAL GIPA**

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 NSW (GIPA Act)*. If you need help in filling out this form, please contact us on 02 4934 9700. A set of tips on how to prepare your application can be found at <https://www.ipc.nsw.gov.au/checklist-tips-framing-your-information-access-application>

Once completed please email your application to [info@maitland.nsw.gov.au](mailto:info@maitland.nsw.gov.au)

**1. YOUR DETAILS**

Surname:		Title: Mr /Ms
Other names:		
Address:		Postcode:
Phone no:	Fax no:	
Email address:		*Please print*

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

Place of birth:	Main language spoken:
Aboriginal or Torres Strait Islander: Yes / No (circle one)	

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

I agree to receive correspondence at the above email address.

**2. FORM OF ACCESS**

How do you wish to access the information?

PDF/Electronic copy of the document/s     Inspect document(s)     Other (please specify) .....

**3. APPLICATION FEE**

Payment of the **\$30.00** application fee can be made by using following methods: (please tick  your chosen method)

Credit Card – by phone or in person     Cheque – attached to this application

**Note:** if you wish to pay by credit card please provide a contact number for Council to contact you once your application has been received.

Date application received:	Receipt no:
Horizon Correspondence reference:	(Office to complete this section)

**4. 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 to the public – please specify why below:

.....  
 .....

**5. PROOF OF IDENTITY (ONLY REQUIRED WHEN AN APPLICANT IS REQUESTING INFORMATION ON THEIR 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 details.

**6. 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.

.....  
 .....

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

If you have applied at any time to another agency for substantially the same information, please provide the name of the other agency:

.....

## 7. DEVELOPMENT INFORMATION REQUESTED (if applicable)

### Available to general public

(Please indicate requirements ✓)

- Development consent
- Construction certificate
- Occupational certificate
- Building permit
- Site plans and elevations       View only       Photocopies (only with Copyright Owner's permission)
- Statement of environmental effects       View only       Photocopies (only with Copyright Owner's permission)
- Other (please specify) \_\_\_\_\_

### Available to current registered owner only \*(or person with owner's written consent)

- Internal floor plans       View only       Photocopies (only with Copyright Owner's permission)
- Specifications       View only       Photocopies (only with Copyright Owner's permission)
- Engineers details       View only       Photocopies (only with Copyright Owner's permission)

### Property owner/s consent - all owners must sign

\_\_\_\_\_ (print name) \_\_\_\_\_  
(signature)

\_\_\_\_\_ (print name) \_\_\_\_\_  
(signature)

### Copyright owner/s consent - i.e. Plan drawer or architect

\_\_\_\_\_ (print name) \_\_\_\_\_  
(signature)

### APPLICATION DECLARATION:

- I understand that I will not be able to remove any information from Council's Custody.
- I understand that the following documents cannot be viewed and/or copied.
  - Documents subject to legal professional privilege
  - Commercial information that prejudices the position of the person who supplied it or reveals a trade secret.
  - Documents affecting law enforcement and public safety or personal affairs of third parties or personnel matters.
  - Internal working documents.
  - Documents the subject of secrecy provisions or contain confidential information.
  - Documents affecting financial and property interests.
- I understand that I must seek the Copyright Owner/s Consent to be provided any part of a copyright document for any purpose.
- I understand that I will be required to pay a charge for any photocopies that I may require. Payment of any photocopying charges is required prior to Council releasing the requested documentation.



## 8. DISCLOSURE LOG

If the information sought is released to you and we consider it may 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 our website. If you object to this, we must first decide if you are entitled to object and if so, whether the objection outweighs the general public interest in including this information in the disclosure log.

You can only object to the inclusion of information on an agency's disclosure log for one or more of the following grounds:

- The information includes personal information about you (or a deceased person for whom you are the personal representative)
- The information concerns your business, commercial, professional or financial interests
- The information concerns research that has been, or is being, or is intended to be, carried out by or on your behalf
- The information concerns the affairs of a government of the Commonwealth or another State (and you are entitled to act on behalf of that government agency).

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

**Please note:** if an agency decides to include information in its disclosure log despite your objection, you can seek a review of this decision.

## 9. THIRD PARTY CONSULTATION

Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or government agency, Maitland City Council may be required to consult with third parties before deciding on your application. The purpose of this consultation is for Maitland City Council to determine whether the third party has an objection to disclosure of some, or all, of the information being requested. Please indicate whether you consent to your identity as an applicant being disclosed to the involved third party:

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

## 10. YOUR SIGNATURE:

Signature of Applicant ..... Date .....

### PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE:

Council is committed to protecting your privacy and takes all reasonable steps to comply with relevant legislation.

- **Purpose of collection:** Public access to Council's documents.
- **Intended recipients:** Council staff and is publicly available under the Government Information Public Access Act 2009.
- **Supply:** Voluntary, a consequence of non-provision is that insufficient information will be provided.
- **Access / Correction:** Requests for access / correction of information under the Government Information (Public Access) Act or Privacy & Personal Information Protection Act 1998, contact us on 02 4934 9700 or visit our website at [www.maitland.nsw.gov.au](http://www.maitland.nsw.gov.au).
- **Storage:** This form will be placed on a relevant file and/or will be saved on Council's main records management database when the request has been processed and the enquiry is completed.

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

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