



# LEETON SHIRE COUNCIL

*Preserving the Past, Enhancing the Future*

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## Government Information (Public Access) Act 2009 Formal Request Form

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 the contact details above.

### Privacy and Personal Information Protection Notice

The personal information provided is collected for the purpose as stated on this document. Supply of the personal information is legally required and non-supply could cause delay or inability to proceed in the processing of this form. The personal information will be handled in accordance with the Privacy and Personal Information Protection Act 1998 (NSW).

### Contact Details

Please supply your name and an address for correspondence. Additional contact details will help us to deal with your application, and to correspond with you in the manner you prefer.

Surname: ..... Title: ..... (e.g. Mr/Mrs/Ms/Miss)

Given name/s: .....

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

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

Email: .....

Do you agree to receive correspondence at the email address you have provided above: No Yes (Circle one)

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

.....  
.....

Please attach a copy of your Identity Document (e.g. current driver's licence, identifying page of current passport or birth certificate).

### Government information

Please describe the information you are seeking in enough detail to allow us to identify it.  
(Note: If you do not provide enough detail about the information, we may have to refuse this application.)

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**Reason for seeking information**

Please detail the reason(s) for this application. This will assist us with identifying the information you seek.

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Are you seeking personal information: No Yes (Circle one)

**Form of access**

How do you wish to access the information? (Circle one of the following)

Inspect the document(s) A copy of the document(s) Access in another way (please specify below)

.....

**Application fee**

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

**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 (excluding personal information) may be recorded in the agency's 'disclosure log'. This is published on the agency's website.

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

**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 (e.g. copy of a pension or Centrelink card).

AND / OR

Special benefit to the public – please specify why below (note that the decision to discount processing charges on the basis of special benefit is at the discretion of Council):

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Applicant's signature: ..... Date: .....

Please post this form or lodge it at Leeton Shire Council 23-25 Chelmsford Place Leeton NSW 2705

**Office use only**

Date received: ..... File reference: .....

Satisfied as to identity of applicant: No Yes Date: .....

Identity document sighted: No Yes Type: .....