

Formal request to access information

Government Information (Public Access) Act 2009



Use this form to ask for access to information that may be commercially or legally sensitive, personal or related to security.

Summary

- This form**
- 1 Your details
 - 2 Proof of identity (only needed if you are asking for your personal information)
 - 3 Information description
 - 4 Fees and charges
 - 5 Your right to access information

- Your declaration**
- The information provided on this form is true, complete and correct.
 - I agree to the release of my name to any other (third) parties needed to consult as part of my application.
 - I understand that additional processing fees may be charged.

Your signature

Date / /

For help and to return this form

Administration Centre, 62 Flushcombe Road | PO Box 63, Blacktown NSW 2148 DX 8117 Blacktown
www.blacktown.nsw.gov.au council@blacktown.nsw.gov.au 02 5300 6000 02 9831 1961

1 Your details

Your full name

Company name

(if applicable)

Postal address

Phone

Home

Mobile

Work

Email

- I agree to receive correspondence at the above email address

2 Proof of identity

Only needed if you are asking for access to your personal information.

I have attached a certified copy of:

- Current Australian driver's licence (includes photo, address and signature)
- Current Australian passport (includes photo and signature)
- Other (document showing proof of signature and address)

3 Information description

Information sought

Please describe the information you seek. Note: If you do not give enough details about the information, we may not be able to process your application.

Have you applied, at any time, to another agency for similar information?

- Yes If yes, which agency?
 No

Information access

Tell us how you would like to access the information if your request is approved.

- by email
 by post
 I will collect
 I will attend your offices to inspect

Disclosure log

If the information sought is released to you and would be of interest to other members of the public, we may record the details of your application in our 'disclosure log' available on our website.

Do you object to details of your application being included in our disclosure log?

- Yes
 No

4 Fees and charges

Application fee

An application fee of \$30 is payable with your application. We must receive payment (options below) before we can process your application.

Processing fees

You may be asked to pay a charge for processing the application (\$30/hr).





You may be eligible to apply for a 50% reduction in processing fees if you are experiencing financial hardship or if you can demonstrate your application has special benefit to the public.

- I am applying for a discount due to financial hardship.
 I have attached evidence (copy of Pension or Centrelink Card)
- I am applying for a discount as access to the information will benefit the public because:

Payment details

We will request payment by invoice upon receipt of your application.

You can pay:

-  **In person** We accept cash, eftpos, cheque or credit card at our Customer Service Centre, located in our Administration Centre at 62 Flushcombe Road, Blacktown
-  **Post** You can post a cheque, made payable to: Blacktown City Council, to us at PO Box 63 Blacktown NSW 2148
-  **iPAY** Your invoice will contain our Biller Code and your reference number
-  **Online** Your invoice will contain a reference for payment and a link/web address to access our online payment portal. You can pay by debit or credit card. A surcharge may apply to payments made by credit card - refer to our Goods and services pricing schedule available at www.blacktown.nsw.gov.au or on request.

Please email my invoice to

5 Your right to access information

Under the *Government Information (Public Access) Act 2009* (GIPA Act) we are obliged to provide public access to certain information we hold. Our information can be accessed in 3 ways:

- Open access - information on our website, including development applications
- Informal requests
- Formal requests

Most requests for information can be satisfied via an Informal request. However, Formal requests must be made for information that is restricted due to commercial confidence, legal privilege, security or protection of privacy.

If copyright protection restrictions apply, we may allow you to view the information but we will not provide you with a copy.

If the information you are requesting contains information about another person, business or agency, we may be required to consult with third parties before deciding your application.

If you are unsure whether the information you seek will need a formal request, either:

- contact our Governance Services section on 9839 6000
- submit an Informal request. We will review your request and advise you if a formal application is needed.

We will acknowledge your formal application within 5 working days and notify you of a decision within 20 working days, unless you agree to extend this time. We may also extend the decision time by up to 15 working days where consultation with a third party is required or we need to retrieve an archived record.

If we do not make a decision or provide you with a response within the above timeframe we are deemed to have refused the application and will refund any fees paid. This will not apply if an extension of time has been arranged or payment of advanced deposit for processing fee is pending.

We are able to defer access, and if this is considered appropriate, we will advise the reason and the date the information will be available.

If we refuse access under a formal application, we will provide details of the reason(s) for refusal in writing and 3 options for review:

1. An internal review by a senior employee, who is independent of the original determination. Applicants have 20 working days from received notice of a decision to ask for this review and it attracts a \$40 fee.
2. An external review by the Information Commissioner. If applicants are not satisfied with the internal review, or do not want one, they can apply to the Information Commissioner. Applicants have 40 working days from receiving notice of a decision to ask for this review.
3. A review by the NSW Civil and Administrative Tribunal (NCAT). Applicants have 20 days from the date of notification from the Information Commissioner or 40 days from the date of the original decision to ask for this review.

Privacy notice

We are collecting this information to process your request. We may not be able to do so without it. Supplying this information is voluntary however a completed application will meet the formal requirements for making a GIPA application.

We will store your personal information on our systems or in our offices, where it will be used by our staff and contractors. Other people can request access to it under the *Government Information (Public Access) Act 2009*. You can ask us to suppress your personal information from a public register and we will consider your request in line with the *Privacy and Personal Information Protection Act 1998*. Our *Privacy Management Plan* sets out how you can access or correct your personal information. Please visit www.blacktown.nsw.gov.au for a copy of the plan.

Office use

Date received _____ / _____ / _____

Receipt No. _____

Proof of identity? Yes No