



# APPLICATION FOR Access to Government Information

## Government Information (Public Access) Act 2009

### OFFICE USE ONLY

Reference No.

### About this form

Before completing this form, please consider requesting access to government information informally via email at [info@waverley.nsw.gov.au](mailto:info@waverley.nsw.gov.au). There is no application fee associated with an informal application.

Use this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009* (the GIPA Act). For further information, please contact Governance on 9083 8000 or visit our website at [https://www.waverley.nsw.gov.au/council/access\\_to\\_information](https://www.waverley.nsw.gov.au/council/access_to_information).

### Applicant details

Date of Application:  Applicant's Reference:

Title:  Mr  Mrs  Ms  Other

Given Name/s:  Family Name:

Company Name (if applicable):

ABN/ACN (if applicable):

Mailing Address:

Suburb:  State:  Post Code:

Email Address:

Daytime Telephone No. (Home/Work):  Mobile No:

Please attach proof of your authorisation to act on the person's behalf, such as legal documentation in support of your authority (for example: a client agreement if you are a solicitor) or written authorisation for the person concerned.

#### Postal address

PO Box 9, Bondi Junction NSW 1355  
ABN 12 502 583 608

#### Waverley Council Service Centres

Bondi Junction Customer Service Centre, 55 Spring St, Bondi Junction NSW 2022  
Bondi Pavilion Customer Service, Queen Elizabeth Drive, Bondi Beach NSW 2026

W [waverley.nsw.gov.au](http://waverley.nsw.gov.au)

E [info@waverley.nsw.gov.au](mailto:info@waverley.nsw.gov.au)  
T (02) 9083 8000

You can contact us through the **National Relay Service** if you are deaf or have a hearing or speech impairment.

**Translating and Interpreting Service (TIS)**  
131 450

**TTT/Voice Calls**  
133 677

**Speak & Listen**  
1300 555 727

## 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, Council may refuse to process your application.

## Third party consultation

Council may need to consult with other parties about the release of the information that you have requested. Do you object to your name being released to these parties?

<input type="checkbox"/> No, I have no objection to the release of my name.	<input type="checkbox"/> Yes, I object to the release of my name.
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## Form of access

How do you wish to access the information?

<input type="checkbox"/> A copy of the document(s)	<input type="checkbox"/> Inspect the document(s)
<input type="checkbox"/> Access in another way (please specify):	

## Disclosure log

If the information sought is released to you and would be of benefit to other members of the public, details about your application (other than your personal information) may be recorded in Council's 'disclosure log'. This is published on Council's website.

Do you object to this?  Yes  No

## Application fee

Payment of the \$30 application fee can be made by:

- Visa/Mastercard/Amex (0.8% surcharge applies)
- Cheque/Money Order to PO Box 9, Bondi Junction 1355
- Eftpos/Cash at the Customer Service Centre

## Declaration

I declare that the information given is true and correct.

Applicant's Signature

Date

 /  / 

## How to lodge this application

You can lodge your completed application form and any required supporting documents:

<b>Email:</b>	<a href="mailto:info@waverley.nsw.gov.au">info@waverley.nsw.gov.au</a>
<b>Mail:</b>	Waverley Council PO Box 9 Bondi Junction NSW 1355 With payment via cheque or money order (do not send cash).
<b>In person:</b>	At any of Council's Customer Service Centres: <ul style="list-style-type: none"><li>• <b>Bondi Junction Customer Service Centre</b>, 55 Spring St, Bondi Junction NSW 2022</li><li>• <b>Bondi Pavilion Customer Service (Welcome Centre)</b>, Queen Elizabeth Drive, Bondi Beach NSW 2026</li></ul>

## Privacy notice

Waverley Council (55 Spring Street, Bondi Junction NSW 2022) is collecting and holding your personal information for the purpose of processing your request or application. The intended recipients of your personal information are Council officers and other service providers necessary to process your request or application, if applicable. We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or required to do so by law. If you do not provide your personal information, we may be unable to process your request or application. To access or correct your personal information, please contact [info@waverley.nsw.gov.au](mailto:info@waverley.nsw.gov.au) or call 9083 8000. For further details on how Council manages your personal information, please refer to the Privacy Management Plan on our website:

[waverley.nsw.gov.au/privacy](http://waverley.nsw.gov.au/privacy)

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Receipt No	Date	\$