

**OFFICE USE ONLY**

Application fee: \$30

Receipt No.: \_\_\_\_\_

Date Paid: \_\_\_\_\_

**FORMAL INFORMATION ACCESS REQUEST FORM****Part 4 Government Information (Public Access) Act 2009 NSW (the GIPA Act)****How to complete this form:**

1. This form needs to be used to request formal access to information in files (either paper or electronic) held by Central Coast Council (Council) under the [Government Information \(Public Access\) Act 2009](#) (the GIPA Act).
2. Please read the attached **Guidelines** on page three prior to lodging this form.
3. Make sure that all fields are filled out correctly and all necessary documentation is attached. Detailed information requests assists Council in identifying or locating the information you are seeking – attach additional pages if required.
4. Once completed, **submit this form to Council** via [ask@centralcoast.nsw.gov.au](mailto:ask@centralcoast.nsw.gov.au) or at the Offices listed below.
5. You will be notified by Council within twenty business days if the information you have requested is available for release.

There is an initial \$30 fee for applying for a formal access to information and further charges may apply for time spent locating and for copying of documents. Fees are set out in [Council's Fees and Charges Schedule](#) and discussed further below.

**APPLICANT'S DETAILS**

Surname: \_\_\_\_\_ Given names: \_\_\_\_\_ Title (Mr/Mrs/Ms): \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Application on behalf of\* (if applicable): \_\_\_\_\_

*\* If you are applying on behalf of someone else you must attach current evidence of your authority to act on their behalf.*

Postal Address: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email you agree to receive correspondence to: \_\_\_\_\_

Proof of Identity (if you are requesting personal information): \_\_\_\_\_

*\* Such as drivers Licence or current Australian Passport or other document with photograph, signature & current address.***DETAILS OF YOUR ENQUIRY**

Street Number &amp; Address (if applicable): \_\_\_\_\_

Lot No.: \_\_\_\_\_ Deposited Plan No. \_\_\_\_\_ Strata Plan No. \_\_\_\_\_

DA/BA/CC/CD Number (if known): \_\_\_\_\_

Are you the property owner? ☐ Yes ☐ No Have you recently purchased it? ☐ Yes Date of settlement: \_\_\_\_\_ ☐ NoIs the information about your personal information? ☐ Yes ☐ No

Please describe the information you would like to access in as much detail as possible to allow us to identify all the records relating to your application - attach additional pages if required:

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Date Range of documents required: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please note: *If you are not specific about the information you require, Council may refuse to process your application. Council will however endeavour to assist you in defining your request to a more manageable one.*

**CONSULTATION**

Council may be required to consult with third parties in order to process your application. Please advise whether you agree to the release of the following information to such third parties. This information may assist the third party to understand why you are seeking their information and speed up the process.

Your name and/or company name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The reason why you are making this application	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you agree to the third party being provided with your phone/email details to contact you personally?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

*Please note: While Council will not release your identity to another person/organisation without your express consent, your identity may become known by a third party, as a result of the consultation process.*

**FORM OF ACCESS**

How do you wish to access the document?

- ☐ Inspect the documents in person;
- ☐ A copy of the document/s provided by email; or
- ☐ Access in another way (Please specify): \_\_\_\_\_

**APPLICATION FEES AND CHARGES**

Please attach a cheque/money order for the sum of \$30 to cover the application fee. If you desire to pay in cash your application will need to be lodged at one of Council's Customer Contact Centres. You may also be required to pay processing charges in respect of this application, and if applicable you will be supplied with a statement of charges.

In certain cases Council can apply a 50% reduction to the processing charges (not the application fee). If you wish to apply for a discount, please indicate the reason, and provide supporting documentation:

- ☐ Pensioner Concession Card holder, full time student or non-profit organisation;
- ☐ Financial hardship; or
- ☐ Special benefit to the public – please specify your reasons: \_\_\_\_\_

**DISCLOSURE LOG**

Council is required under the [GIPA Act](#) to maintain a [Disclosure Log](#). The [Disclosure Log](#) records information released under an Access application that Council considers may be of a wider public interest. If you receive information in response to this application a brief description of the information may be listed in Council's [Disclosure Log](#). None of your personal details will be included in the [Disclosure Log](#).

Do you consent to these details being included in Council's [Disclosure Log](#)? ☐ Yes ☐ No

**PROACTIVE RELEASE**

Under the [GIPA Act](#) Council has the authority to make publically available Council held documents if Council considers it to be in the wider public interest. This is known as proactive release under the [GIPA Act](#) and could include a complete copy of the document/s that may be provided to you in response to your application being made available on Council's [Proactive Release](#) page or provided as "view only" access at Council offices.

**SIGNATURE DETAILS**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## FORMAL INFORMATION ACCESS REQUEST GUIDELINES

### 1. About your application

Your application will be considered by Council under Part 4 of the [GIPA Act](#) and will be placed in Council's records management system. In accordance with Part 4, Section 41 (1), formal access applications **must** comply with the following:

- It must be in writing sent to or lodged at an office of the agency concerned,
- It must clearly indicate that it is an access application made under this Act,
- It must be accompanied by a fee of \$30,
- It must state a postal address in Australia as the address for correspondence in connection with the application,
- It must include such information as is reasonably necessary to enable the government information applied for to be identified.

Council will process your application as soon as practicable after it is received. The [GIPA Act](#) allows Council **twenty (20) business days** to process an application which can be extended if consultation with a third party is necessary or by agreement with the applicant. Upon receiving your request, Council will determine how the request will be processed and what information is available. This may involve contacting you to clarify what information is sought.

### 2. Have you checked online?

Council's Online Services facility, available via its website, stores a large volume of freely accessible information. It is recommended that you view [Council's website](#) for the information you have requested, before submitting this application. Click the following links to: [Online application link](#) for the Wyong Office and the [ePlanning Portal](#) for the Gosford Office.

### 3. Decisions of applications

Council can make any one of the following decisions in regard to your application:

- To provide access to the information requested;
- Council does not hold the information requested;
- The information is already available to you;
- That there is an overriding public interest against disclosing the information;
- To refuse to deal with your application;
- To refuse to confirm/deny that information is held by Council where there is an overriding public interest against confirming/denying that fact.

### 4. Are you buying/selling a property?

Any information provided to you in response to your application is in accordance with Council's obligations under the [GIPA Act](#) and is *for information purposes only*. If you are buying/selling a property, it is important that you obtain your own legal and/or planning advice as to what Council certificates/information you need to provide you with Council's official position in respect of a property. For guidance click the following links: [Online property info link](#) and [Building and Development Forms](#).

### 5. Copyright

Access to documents subject to copyright will be granted by way of inspection only, unless the copyright owner's written consent is submitted with your application. The copyright owner is the author of the document, NOT the property owner. Council's copyright authority form may be used for the purpose of obtaining a copyright owner's written consent. Click the following for links to: [Copyright Authority Form](#) and [Copyright FAQ](#).

### 6. Privacy Notification

*Personal Information* means information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual (whether living or deceased) whose identity is apparent or can be reasonably be ascertained from the information or opinion. Some of the information you provide on this form is your personal information, such as your name and contact information. This information is being collected by Council for the purpose of processing your application and will be accessible by Council staff. It is voluntary for you to provide your personal information, however if you do not provide the information, Council may be unable to process your application. The intended recipients of your information are Council staff, but some of the information may be available to the general public under the [GIPA Act](#). Council is to be regarded as the agency that holds the information. You may make an application for access or amendments to your personal information held by Council under the *Privacy and Personal Information Protection Act 1998* or the [GIPA Act](#).

### 7. Assistance

If you require assistance in completing this form, please contact Customer Services on 1300 463 954 or visit [Council's website](#). General information about the [GIPA Act](#) is also available by calling the Office of the Information and Privacy Commission on 1800 I{C NSW (1800 472 679) or at its website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)