



# Formal Access Application

Section 8 of the *Government Information (Public Access) Act 2009*

**Introduction**

This form is required to access information available under the *Government Information (Public Access) Act 2009*.

*Note: An application may take longer than 20 days, depending upon the amount of research required and whether or not it involves a third party.*

**Fees**

A **\$30.00** application fee applies when you submit a formal access application form under the Act.

**Applicant details**

Surname: .....

Title: Mr / Mrs / Miss / Ms (Please circle)      First Name: .....

Postal Address:

.....  
.....

Suburb: ..... Post Code: .....

Telephone (daytime) ..... Mobile: .....

Email: ..... Fax: .....

**Proof of Identity**

When seeking access to personal information, an applicant 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

**Council Information**

Detailed description of information required:

.....  
.....  
.....  
.....  
.....  
.....

**Application Type**

Please tick the relevant box:

Do these documents contain information about your personal affairs? If no, additional processing fees will apply

- YES
- NO

OFFICE USE - INTERNAL REFERENCE NUMBER:

OFFICE USE – CASHIER CODE	AMOUNT PAID	DATE	RECEIPT NUMBER	SIGN
<b>200</b>				

**Form of Access** Do you wish to inspect the documents?  YES  NO

Do you require a copy of the documents?  YES  NO

Other (please specify)

**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 maybe recorded in Council's 'Disclosure Log'. The Disclosure Log is published on Council's website.

Do you object to this?  YES  NO

**Reduced Fees** A 50% reduction in fees will be granted to holders of Pensioner Health Benefit Cards or those with equivalent incomes. Non-profit organisations may also be able to demonstrate financial hardship and receive a similar reduction. In addition, where a demonstrated public interest is involved a similar reduction may apply.

Are you claiming a reduced fee? If yes, please attach relevant documentation.  YES  NO

**Privacy Notification** The personal information you have supplied on this form assists Council Officers in determining your application. The supply of information is voluntary. If you do not provide all details requested, Council may be unable to process your application. The details you provide are stored at Council Offices and are not made publicly available. For more information about your privacy please contact Ashfield Council on 9716 1800.

**Applicant's Declaration**

1. I agree to pay all required fees in accordance with Council's adopted fees and charges
2. I declare that all the information given on this application form is true and correct.
3. I understand that I must seek the copyright owner's consent in order to use any part of a copyright document for any other purpose.

**Signature** ..... **Date** .....

**Lodgement Details**

By Post PO Box 1145  
(please **do not** Ashfield NSW 1800  
send cash by  
post)

In Person 260 Liverpool Road  
Ashfield NSW 2131