

# Formal Request for Access to Information



## Government Information (Public Access) Act 2009

Please complete this form to apply for formal access to Council held information under the *Government Information (Public Access) Act 2009 (GIPA Act)*.

If you need help filling out this form, please contact the Right to Information Officer on 02 9806 5050, or email [council@cityofparramatta.nsw.gov.au](mailto:council@cityofparramatta.nsw.gov.au). You can also visit our webpage, [Access to Information](#).

### Your details

Title

Given name(s)

Surname

Organisation/person being represented

Postal address\*

Email

I agree to receive correspondence at the above email address.

\* You must provide a postal address, email address or both.

Phone number

I agree to the release of my name/organisation/client to any other (third) parties City of Parramatta needs to consult as part of my application.

### Information Requested

Are you seeking personal information?      Yes      No

Address		
Suburb	Property owner?	Yes      No
Please describe the information you would like to access in enough detail to allow us to identify it. You may attach additional pages. If you do not give enough details, we may be unable to process your application.		

Information to cover the period from \_\_\_\_\_ to \_\_\_\_\_ .

## Proof of Identity

(This is required only if you are requesting your personal information)

When seeking access to your personal information, you must provide proof of identity in the form of a certified copy (e.g. by a Justice of the Peace or a practising solicitor) of any one of the following documents:

current Australian driver's license (*with photograph, signature and current address*)

current Australian Passport

other proof of signature & current address

## Form of access

We will normally provide you with a copy of the information by email or email link. Please advise if you require access in another format.

Inspect the documents – only available for floor plans and other specific

documents Access in another way (please specify)

## Application fee

The \$30 application fee can be paid by credit card over the phone by calling (02) 9806 5050 or see below. Cheques or money orders should be made out to City of Parramatta.

No fee is payable for a deemed refusal.

## 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 may be recorded in City of Parramatta's disclosure log.

If you object to this, you will be asked to supply reasons before your application is finalised.

I object

I do not object

## Discount in Processing charges

You may be asked to pay a charge for processing the application (\$30 per hour after the first hour). Some applicants may be entitled to a 50% reduction in the processing charges. If a discount is given, the \$30 application fee will pay for the first two hours of processing, not just the first hour. If you are applying for your personal information, the first 20 hours of processing will be free of charge.

If you wish to apply for a discount, please indicate the reason.

Financial hardship - please attach supporting documentation (such as a copy of a current pensioner concession card, otherwise provide an explanation in the space provided below with proof of how much money you receive each week, or relevant financial statements.)

Not-for-profit organisation – please attach supporting documentation.

Full-time student – please attach supporting information.

## AND/OR

Special benefit to the public - please explain below why you think the requested information is of interest or benefit to other members of the public and not just yourself. You may wish to refer to the [Information Access Guideline 2 – Discounting Charges](#) on the Information and Privacy Commission website.

**Applicant's signature**

**Date:**

Please post this form or lodge it at:

**City of Parramatta**

**126 Church Street, Parramatta**

**(PO Box 32 Parramatta NSW 2124)**

**Email:** [council@cityofparramatta.nsw.gov.au](mailto:council@cityofparramatta.nsw.gov.au)

**Enquiries ph: (02) 9806 5050**

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visit the IPC website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

## Credit Card details

I authorise City of Parramatta Council to debit my credit card as follows:

Mastercard	Visa	Amex*
Credit Card Number	—	—
Expiry Date	CCV/CID*	Amount
		\$
Date	Cardholder Name (please print)	

*\*For Mastercard and Visa, CCV is the 3 digits on the back of your card. For Amex, CID is the 4 digits on the front of your card.*

### OFFICE USE ONLY

File Ref	Account Code	Receipt Number
Council Officer Name	Council Officer's Signature	Date

### Privacy Notice:

The information provided by you on this form will be used by City of Parramatta to process this application. The provision of this information is required and if not provided, council may not be able to fully process your request. Once collected by City of Parramatta, the information can be accessed by you in accordance with City of Parramatta Access to Information Policy and Privacy Management Plan or in special circumstances, where legislation requires or where you give permission for third party access. You may also amend or correct your personal information by contacting City of Parramatta. City of Parramatta is the agency that holds the personal information and will store it securely.