



## Government Information (Public Access) Act 2009 FORMAL ACCESS APPLICATION

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

**Please ensure you read and complete all parts of the form before submitting it.**

If you need help making your application or filling out this form, please contact the Information Access Officer on (02) 9952 8079 or visit our website at [www.ryde.nsw.gov.au](http://www.ryde.nsw.gov.au)

### 1. Your details

**Surname:** ..... **Title:** Mr / Ms

**Other names:** .....

**Company/organisation:** .....

**Postal address:** ..... **Postcode:** .....

**Day-time telephone:** .....

**Email: (PLEASE PRINT)** .....

**Do you have special needs for assistance with this application:**.....

.....

I agree to receive correspondence at the above email address.

### 2. Proof of identity

*Only required when an applicant is requesting their own personal information on their own behalf otherwise this section is not required to be completed.*

**When seeking access to your own 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

### 3. Application Fee

I attach payment of the **\$30 application fee** by cash / cheque / money order (circle one).

(Note: please do NOT send cash by post)

**4. 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, the agency may refuse to process your application. If there is not enough space below then place include an attachment.

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

Are you seeking personal information of yourself or other people? **Yes / No** (circle one)

**5. Form of access**

How do you wish to access the information?

- Inspect the document(s)  A copy of the document(s)
- Access in another way (please specify) .....

**6. Information applied for to other Government Agencies**

If you have applied to another Government Agency for substantially the same information you must provide the name of that Government Agency.

**Yes / No** (circle one).....

**7. Court Proceedings**

Please advise if the information you have applied for relates to, or may be required for, current proceedings before a court for which you, or any person that you are acting for, are a party to.

**Yes / No** (circle one).....

**8. Third Party Consultation**

If the information you are applying for contains information about another person, business or agency, City of Ryde may be required to consult with those people before deciding your application. The purpose of this consultation is to determine whether the third party has any objection to the disclosure of some or all of the information.

Please indicate whether you consent to your identity as the applicant for the information being disclosed to the involved third party.

Do you consent to this? **Yes / No** (circle one)

**9. 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 the agency’s ‘disclosure log’. This is published on the City of Ryde’s website. Please note that your personal details will not be recorded in the disclosure log.

Do you object to this? **Yes / No** (circle one)

**10. Discount in processing charges**

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason(s). Note that the processing charges are not discounted by more than 50% even if multiple reasons are selected.

- Financial hardship – please attach supporting documentation (eg a pension or Centrelink card).
- Holder of a Pension Concession card issued by the Commonwealth that is in force
- Full-time student
- Non-profit organisation (including a person applying for on behalf of a non-profit organisation)
- Special benefit to the public – please demonstrate why below:

.....

Applicant’s signature: .....

Date: .....

The form can be mailed to: City of Ryde, Locked Bag 2069, North Ryde NSW 1670 or be lodged in person during business hours at: Customer Service Centre, 1 Pope Street Ryde (within Top Ryde City Shopping Centre)

You can also send this form to the City of Ryde email address at [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au) however please note that your application will not be considered valid until the \$30 application fee is received.

**Copyright**

Please be aware that City of Ryde can only provide viewing access to documents or plans that are protected by copyright as is required under the GIPA Act.

Providing access to certain information in copy form, that would result in a breach of copyright, is not authorised under the GIPA Act..

**Privacy Notification**

In completing this form you will be prompted to supply information that is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The supply of this information is voluntary. If you cannot provide, or do not wish to provide this information, City of Ryde may be unable to process your application.

Council is required under the Act to inform you about how your personal information is being collected and used. If you require further information please contact Council’s Customer Service Centre on 9952 8222 and ask for an information sheet to be forwarded to you.

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