

# FORM: FORMAL ACCESS APPLICATION

## Government Information (Public Access) Act 2009

Port Macquarie-Hastings Council  
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e council@pmhc.nsw.gov.au



**Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10)** - Personal information collected in this application is considered personal or health information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIPA). Information provided will only be used for the purpose for which it is collected. The intended recipients of the personal information are Council officers and may extend to any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of this information is voluntary, however if you do not wish to provide all details requested, Council may be unable or limited in dealing with your request. You may make application to access, amend or suppress your personal information which Council will consider in accordance with the PPIPA.

### How to complete this form

- 1 Ensure that all fields have been filled out correctly.
- 2 Fields on this form marked with an \* are mandatory and must be completed before submitting the application.
- 3 Once completed please refer to the lodgement details section for further information.

### SECTION 1 APPLICANT DETAILS

Company Name		
Name*	Surname	Other Names
Postal Address *		
Contact Number *	E-mail	

I agree to receive correspondence at the above email address.  Yes  No (choose one)

In the interests of the environment and where possible this information will be provided electronically, therefore please ensure you have provided an e-mail address. An alternative method of provision may be considered.

*The fields below are optional and the information will only be used for the purpose of providing better service.*

Place of Birth: \_\_\_\_\_ Language spoken: \_\_\_\_\_

Aboriginal or Torres Strait Islander:  Yes  No (choose one)

Do you require special assistance with this application?  Yes  No (choose one)

### SECTION 2 PROOF OF IDENTITY - *Required when an applicant is requesting information on their own behalf*

Are you seeking personal information?  Yes  No (choose one)

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

**SECTION 3 GOVERNMENT INFORMATION REQUESTED**

Detail the information you seek access to in sufficient detail to allow us to identify it. If you do not provide sufficient detail about the information, we may refuse to process your application (attach further details if insufficient space).

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**SECTION 4 FORM OF ACCESS**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Electronic copy via email              | <input type="checkbox"/> Paper copy via mail | <input type="checkbox"/> Inspect the documents |
| <input type="checkbox"/> Access in another way (please specify) |  |  |

**SECTION 5 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 Council's 'disclosure log', which is published on Council's website.

Please indicate if you object to this:  Yes  No (choose one)

**SECTION 6 FEES AND DISCOUNTED PROCESSING**

A standard application fee of \$30 is payable.

You may be asked to pay an additional charge for processing your application (\$30/hour). Some applicants may be entitled to a 50% reduction in processing charges. If you wish to apply for a discount, please indicate the reason:

- Financial hardship - please attach supporting documentation (e.g. a pension or Centrelink card) **AND/OR**
- Special benefit to the public (please specify the benefit and why below)

**SECTION 7 APPLICANT DECLARATION**

Signature:

Date:

**SECTION 8 OFFICE USE ONLY**

Date Received:

Fee Paid:

Receipt Number:

**LODGEMENT DETAILS**

**You can lodge the completed application by:**

- Post** The Public Officer, Port Macquarie-Hastings Council, PO Box 84, Port Macquarie NSW 2444
- In Person** Customer Service Offices - Burrawan St Port Macquarie, Laurie St Laurieton , High St Wauchope
- Email** [council@pmhc.nsw.gov.au](mailto:council@pmhc.nsw.gov.au)

**What now?** Once your application is received, a Council Officer will acknowledge your application within 5 working days, with a determination provided within 20 working days in most instances.

**FURTHER INFORMATION**

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