Access Application (section 41 of the Government Information (Public Access) Act 2009)

About this form
You may use this form to apply to Council for formal access to government information under the Government Information (Public Access) Act 2009. Before completing this form please speak to the Information Access Team to confirm it is necessary. A section 41 access application is rarely required.

How to complete this form
1: Ensure that all fields have been filled out correctly.
2: Please note that 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.

Part 1: Applicant Details

<table>
<thead>
<tr>
<th>Title</th>
<th>Given Name/s *</th>
<th>Family Name *</th>
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Postal Address*

Home Number  Mobile Number  Business Number

Email Address

☐ I agree to receive correspondence to the above email address

Part 2: Proof of Identity (if relevant)

Only required when seeking access to personal information about yourself. Please provide proof of identity in the form of a certified copy of any one of the following documents:

- Australian driver’s licence
- Current Australian passport
- Other proof of signature and current address details

Part 3: Government Information

Please describe the information you seek. Note: If you do not give enough details about the information, we may not be able to process your application. You should also advise if the information is your personal information.

Part 4: Form of Access

Please indicate how you wish to access the information.

- Inspect the document(s) ☐
- A copy of the document(s) ☐
- Access in another way (specify below) ☐

Please specify how you would like to access the information.
Part 5: Disclosure Log
If the information sought is released to you and would be of interest to other members of the public, the following details may be recorded in the City of Sydney's ‘disclosure log’ which is published on our website:

a) the date on which your application was decided. b) a brief description of the information that was released.
c) how that information can be accessed by members of the public.

Please indicate if you object to this □ Yes □ No

If yes, please provide further explanation in this space:

Part 6: Fees and Discounted Processing Charges
Please attach the standard application fee of: $30.00
Please indicate how you are paying by circling one of these options: cash* / cheque / money order / credit card*

*NOTE: Please do NOT send cash by post. Credit card payments can be made using the City’s website: https://online.cityofsydney.nsw.gov.au/MakePayment/informationaccess - receipt number must be supplied with the application. Do NOT send credit card details with this application form.

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

☐ Financial hardship - please attach supporting documentation (e.g. a pension card)

AND / OR

☐ Special benefit to the public

If a special benefit to the public, please provide further explanation in this space:

Part 7: Applicant Declaration

Applicant Name

Applicant Signature *

Date

Part 8: Privacy & Personal Information Protection Notice

Purpose of Collection: For processing Section 41 applications under the Government Information (Public Access) Act 2009.

Intended recipients: Council staff.

Supply: An Access application is voluntary however a completed application is required for delivery and management of GIPA applications.

Access/Correction: Contact the City of Sydney Council Customer Service Team to access or correct this information.

Storage: City of Sydney Council, 456 Kent Street Sydney NSW 2000

Part 9: Lodgement Details

You can lodge the completed application by:

EMAIL: council@cityofsydney.nsw.gov.au

Write credit card payment receipt number (see Part 6 above)

MAIL: City of Sydney, GPO Box 1591, Sydney NSW 2001

IN PERSON: Town Hall House - Level 2, 456 Kent Street, Sydney

See our website for details of all customer service centres and opening hours:


WHAT NOW: We will phone, send an email and/or write a letter within 5 working days.

TELEPHONE: (02) 9265 9333 or visit our WEBSITE: www.cityofsydney.nsw.gov.au

Office Use Only

Receiving Officer

Date Application Received

Receipt number

Further Information

General information about the GIPA Act is available by calling the Information and Privacy Commissioner on free call 1800 472 679) or at its website: https://www.ipc.nsw.gov.au/