

Formal GIPA Act Request

For formal access requests under the Government Information (Public Access) Act 2009

Applicant details

Ms/Mr/Mrs/Other (please state)		Family Name	Given Name
Unit No.	Street No.	Street	
Suburb			Postcode
Company Name (if applicable)			
Mailing Address (if different)			
Tel 1 (Home/Work/Mobile)		Tel 2 (Home/Work/Mobile)	

Details of Request

I request access to document/s concerning matters which are (tick one)	<input type="checkbox"/> Personal	<input type="checkbox"/> Non Personal
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Please give as much detail as possible about what information or documents you are interested in.

Form of Access

How do you wish to access the information	<input type="checkbox"/> A copy of the document(s)	<input type="checkbox"/> Inspect the document(s)
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Property Details (if relevant)

Unit No.	Street No.	Street
Suburb		Postcode
Approximate age of building	Development Application Number	

Inclusion in Disclosure Log

If the information sought is released to you and would be of interest to other members of the public, details of your application may be recorded in Rockdale City Council's 'disclosure log' published on Council's website. Do you object to this?	<input type="checkbox"/> I object to my application being included in the disclosure log	<input type="checkbox"/> I do not object to my application being included in the disclosure log
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Application Fee

I attach payment of the \$30 application fee by (please do NOT send cash by post)	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money order
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Discount in Processing Charges

If you are given access to the information sought you may be asked to pay a charge for processing the application (\$30 per 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	<input type="checkbox"/> Financial Hardship (please attach supporting documents eg a pension or Centrelink card)	<input type="checkbox"/> Special benefit to the public – please specify why:
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Please Note

The personal information required on this form may be available for public access under various legislation.

Applicants Signature	Date ____ / ____ / ____
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Rockdale City Council

Office Hours - 8.30am to 4.30pm (Mon–Fri), 9am–1pm (Sat)
2 Bryant Street / PO Box 21 Rockdale NSW 2216
rcc@rockdale.nsw.gov.au www.rockdale.nsw.gov.au
DX 25308 Rockdale ABN 66 139 730 052
Tel 02 9562 1666 Fax 02 9562 1777

Fees & Charges

Formal Government Information Public Access Act requests must be accompanied by a \$30 payment. Further processing charges are applicable if the request does not concern personal affairs and you will be supplied with a statement of charges if appropriate. A 50% reduction to fees may be granted in cases of financial hardship or demonstrated public interest. If you consider you are entitled to a reduction, please submit copies of supporting documents with this form and indicate this on the previous page.

Applications for information relating to an applicant's personal information will receive the first 20 hours of processing the application free of charge. Applications for non personal information may incur a processing fee of \$30 per hour.

Advice to Applicant

- Council will notify you in writing within five working days that your access application is valid or invalid
- Council may contact you and request payment of an advanced deposit for large requests. This is typically 50% of the estimated total processing charge for dealing with the application
- Copies of documents are provided by Rockdale City Council in order to comply with relevant legislation. Copyright laws may still apply to each document and the copyright owner's consent must be sought by the applicant in the documents or information is to be used for any purpose