

# GIPA application for access to information - Formal



Government Information (Public Access) Act, 2009 (GIPA Act) NSW

If you need help lodging your form, contact us	
Email	council@northernbeaches.nsw.gov.au
Phone	1300 434 434
Submit completed form online <a href="#">here</a>	

Office use only	
Form ID	3048
TRIM Ref.	
Last updated	May 2022
Business unit	Systems & Information
Application no.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Name	Phone number
Description of document, records, files or information required and date range of search eg May - July 2010	

Attach additional pages if required.

Are you seeking access to information on someone's behalf?		Yes	No
Given Name(s)			
Family Name(s)			
Please attach proof of your authorisation to act on the person's behalf, such as legal documentation in support of your authority (for example a client agreement if you are a solicitor or written authorisation from the person concerned).			

<b>Third Party Consultation – Council may need to consult with other parties about the release of the information that you have requested.</b>	
Yes, I object to the release of my name.	
No, I have no objection to the release of my name only.	

## Fees and Charges

<b>Processing Charges</b>	
A \$30 per hour processing charge will also apply if your request is not personal affairs or if a personal affair's request exceeds 20 hours. You will be supplied with an estimate of processing charges prior to processing.	
A 50% reduction in processing charges only may be granted in cases where an individual can prove financial hardship or where the information sought is deemed to be of special benefit to the public generally, or you are representing a not for profit organisation	
I am requesting a reduction in processing charges	
Yes (please provide supporting documentation such as a Pensioner Concession Card or full time student card).	
No	
<b>Refusal to Process Requests</b>	
Division 4 of the GIPA Act details the circumstances under which a Council may refuse or defer access to information.	
<b>For Further Information</b>	
Refer to the Government Information (Public Access) Act 2009 (NSW) – available from the NSW Government Information centre, or GIPA publications available through public libraries and government agencies, or ring the GIPA manager in the Council holding the document you require to access to.	

## Conditions

Applicants are to provide sufficient information to enable the correct document/s to be identified.
If you are seeking documents relating to your personal affairs the Council may request proof of identity.
If you are seeking a document(s) on behalf of another person relating to their personal affairs, the Council may ask you to submit a consent form signed by that person.
A request will be dealt with as soon as practical and in any case, within 20 working days after it is received. If it is necessary to consult any other person or body, an extension of a further 10 working days is permissible. If it is necessary to retrieve documents from archive, an extension of a further 10 working days is permissible.

## Declaration

<b>I declare (please tick):</b>	
The information provided in this form is complete and correct;	
I have read the privacy notice;	
Where applicable, I have attached documents required for the purpose of this application (eg evidence of identity, authorisation to act on another person's behalf, evidence of financial hardship re processing charges);	
In the event I cannot attach any required copies of documents, I will provide them to Council within 5 business days of making this application;	
I understand that I may be required to pay processing charges in respect of this request and that I will be supplied with an estimate of charges prior to processing if appropriate;	
I understand it is an offence to give misleading information about my identity, and doing so may result in a decision to refuse to process my application.	

Name			
Signature		Date	