



Formal Access Request Form

	Pursuant to Section 41 of the <i>Government Information (Public Access) Act 2009</i>
	If you need help in filling out this form, please contact Council's Right to Information Officer on (02) 6380 1200 or visit our website at www.young.nsw.gov.au
Part A	
1. Name & Address	Surname:
	Given Names: Title:
	Postal Address:
	Postcode:
	Telephone (H): (W):
	Mobile: Fax No:
	Email:
	<input type="checkbox"/> I agree to receive correspondence at the above email address?
Part B	
2. 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, Council may refuse to process your application.
	Are you seeking personal information? <input type="checkbox"/> Yes <input type="checkbox"/> No
Part C	
3. Form of Access	How do you wish to access the information? <input type="checkbox"/> Inspect the document(s) <input type="checkbox"/> A copy of the document(s)
4. Application Fee	I attach payment of the \$30.00 application fee by (please do not send cash by post): <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order
5. Disclosure Log	If the information sought is released to you and Council considers that it may be of interest to other members of the public, Council may record this in its "disclosure log" on its website. Council may also make the information provided to you available to other members of the public. Please note that your name and other personal information are not disclosed. Do you object to this? <input type="checkbox"/> Yes <input type="checkbox"/> No



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cont.

<p>6. Discount in Processing Charges</p>	<p>If you are given access to the information sought, you may be asked to pay a charge for processing the application (\$30.00 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:</p> <ul style="list-style-type: none"> .. Financial hardship - please attached supporting documentation such as a Pensioner Concession card or Centrelink card .. Waiver of charge for personal information application (20 hours) .. Special benefit to the public - please specify why below:
<p>7. Signature & Date</p>	<p>Applicant's Signature: _____ Date: _____</p>

Please post this form to or lodge it at:

General Manager
Hilltops Council
Locked Bag 5
YOUNG NSW 2594

General Manager
Hilltops Council
Town Hall
Boorowa Street
YOUNG NSW 2594

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 463 626 or at its website: www.informationcommissioner.nsw.gov.au

OFFICE USE ONLY	
Request received by:	Date application received:
Fees paid: \$.....	Receipt no: Date:
Referred to:	Date: