



Governance and Risk
(02) 4645 4330

Formal Release Application as per *Government Information (Public Access) Act 2009 (NSW)*

Privacy Statement

The information requested by Council on this form may constitute personal information under the *Privacy and Personal Information Protection Act 1998 (NSW)*. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact the Privacy Officer, Campbelltown City Council, Cnr Queen and Broughton Streets, Campbelltown.

Information

Please complete this form to make a formal access application under s41 of the *Government Information (Public Access) Act 2009* (the GIPA Act).

A formal application is necessary when the requested information is of a sensitive nature, the records being sought are not readily accessible (such as archived or historical records) and where the request will take significant time to process.

For further assistance, please contact Council's Governance Officer – Access to Information on (02) 4645 4330 or email at acesstoinfo@campbelltown.nsw.gov.au or visit our website at www.campbelltown.nsw.gov.au.

1. Your details

Company Name (if applicable): _____

Surname: _____ Other names: _____

Postal address: _____

Contact number: _____ Facsimile: _____

Email: _____

Are you seeking your own personal information? Yes / No (circle one)

If yes, the applicant must provide proof of identity in the form of certified copy. Only required when applicant is requesting information on their own behalf.

Proof of Identity: _____

2. Government information being sought

Please describe the type of information you would like access to in enough detail for us to identify it:
(Alternatively attach a schedule of requested documents / information to your application):

3. Form of access

How do you wish to access the information? (please tick)

- Electronic Copy by Email – Documents will be supplied via email.
 Inspect the document(s) – Documents will be made available for inspection at Council.
 A copy of the document(s) – Photocopying charges will apply. See fees' & charges on Councils' website.

Please note:

1. Documents can be subject to Section 36 of the *Copyright Act 1968* (Cth) which protects copyright in relation to plans, technical reports and documents and as such Council is unable to reproduce these documents without the express written permission of the copyright owner. Where possible Council will try to supply details of the Copyright Owner so that you can obtain the necessary permission.
2. Plans and specifications for any residential parts of a proposed building cannot be provided to third parties.
3. Depending on the age of the property, there may be a lack of documentation, and the documents that are available may be of poor quality.

4. Application fee

I attach payment of the \$30 application fee by (please tick):

- Cash (Please submit in person and pay at Council, do not send cash in the post)
 Cheque (Should be made out to Campbelltown City Council)
 Money Order (Should be made out to Campbelltown City Council)
 Credit Card (A Credit Card Payment Authorisation Form will be made available upon request)
 I request an invoice (the application is not valid until the payment is received by Council)

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 per cent reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

- Financial Hardship – please attach supporting documentation (e.g. Pension or Centrelink Card)

AND/OR

- Special benefit to the public – please specify why below:

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. This is published on Council's website.

Do you object to this? Yes / No (circle one)

6. Signature

Applicants Signature: _____ Date: _____

Council will process the application within 20 working days after receipt of a valid completed application.

This form can be lodged with Campbelltown City Council either:

In person: Civic Centre, Cnr Queen & Broughton St, Campbelltown
By Post: PO Box 57, Campbelltown NSW 2560
By Fax: (02) 4645 4387
Email: council@campbelltown.nsw.gov.au

This form can be completed online just visit [Councils website](#) and see our [Access to Information page](#), use the links provided to submit an online application.

Office Use Only:

Date application received: _____ Payment Received: Yes / No (receipt to GL 1-3335-000-2316)

Received by (Officer): _____ Reference No.: _____

DATA AND DOCUMENT CONTROL