



Contact Details:

Postal Address: PO Box 555,
Tamworth 2340
Telephone: (02) 6767 5555
Facsimile: (02) 6767 5499
Email: trc@tamworth.nsw.gov.au

Office Locations:

27 Alice Street, Barraba
210 Manilla Street, Manilla
Jenkins Street, Nundle
437 Peel Street, Tamworth

**Government Information (Public Access) Act 2009
Access Application**

Please complete this form to apply for formal access to government information under the Government Information (Public Access) Act 2009 (GIPA Act). If you need help in filling out this form, please contact the Right to Information Officer on 02 6767 5514 or visit our website at www.tamworth.nsw.gov.au

1 Your Details

Surname:

Title: Mr / Mrs/ Ms/ Miss

Other Names:

Postal Address:

**Contact Telephone Number
(Business Hours) *:**

**Other Contact Numbers
(Mobile/Home):**

Email *:

The questions below are optional and the information will only be used for the purposes of providing a better service

Place of birth:

Main Language Spoken:

Aboriginal or Torres Strait Islander:

Yes / No (circle one)

Do you have any special needs for assistance with this application:

.....

I Agree to receive correspondence at the above email address.

Are you seeking personal information: Yes if yes go to 2. / No if no go to 3. (circle one)

2 Proof of Identity

Only required when an applicant is requesting information on their own behalf.

When seeking access to personal information, an applicant must provide proof of identity in the form of a certified copy of any one of the following documents:

- Australian Drivers Licence, with photograph, signature and current address
- Current Australian Passport
- Other proof of signature and current address details.

3 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 detail about the information, the agency may refuse to process your application.

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4 Form of Access

How do you wish to access the information?

Inspect the documents

A copy of the documents

Access in another way (please specify):
.....
.....

5 Application Fee:

I attach payment of the **\$33.00 application fee** by cash/cheque/money order (circle one)

(Note: please do NOT send cash by post)

6 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 the agency's 'disclosure log'. This is published on the agency's website.

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

7 Discount in processing charges

You may be asked to pay a charge for processing the application (\$30/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:

Financial Hardship – please attach supporting documentation (e.g. a pension or Centrelink card).

AND/OR

Special benefit to the public – please specify why below:

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.....

Applicants Signature:

Date:

Please post this form to: PO Box 555, **TAMWORTH NSW 2340**

OR

It may be lodged at any Council Office in Barraba, Manilla, Nundle or Tamworth.

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

Office Use Only:

Date Application Received:

File Reference