



FORMAL REQUEST FOR INFORMATION

Government Information (Public Access) Act 2009

APPLICANT DETAILS

Surname: Other names: Title:

Postal Address:

Phone Number: Email Address:

I agree to receive correspondence at the above email address

INFORMATION REQUESTED

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Date range of the information required: Start date..... End date.....

Are you seeking your personal information? Yes No

Note: If you are seeking access to your personal information, you must provide proof of photo identification in the form of a certified copy.

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 **Council's website**.

Do you object to this? Yes No

Even if you do object, we may still decide to include details about your access application in our disclosure log.

PAYMENT METHOD – Please tick preference

Over the phone - a member of our Customer Relations Team will call you to take your credit card payment when processing your application/request. Payment name and contact:

Contact Name _____ Contact number _____

Via Mail – Please attach cheque or money order to your mailed in application/request. If emailing your application/request, payment over the phone is preferred to avoid unnecessary delays, alternatively, pay in person as per below.

In Person – to make payment in person attend one of Council's Customer Service Hubs at:

- Camden Council (main office) – 70 Central Ave, Oran Park
- Camden Library
- Narellan Library

Payment methods include cash, cheque, money order, EFTPOS and credit cards

Note: All credit card transactions have a .77% Merchant Service Fee applicable



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 (eg, copy of a current pension or student card; or evidence of the non-profit status of your organisation).

Special benefit to the public – please specify:

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FORM OF ACCESS

How do you wish to access the information?

Receive a copy via email

Inspect the document(s)*

Receive a hard copy via mail**

Collect a hard copy**

*Please note: copyright-protected documents will only be made available for viewing by appointment.

**Please note: reasonable photocopying fees apply.

APPLICANT'S SIGNATURE

DATE

Applications can be lodged using one of the following methods:

Mail:
Camden Council
PO Box 183
Camden NSW 2570

Email:
mail@camden.nsw.gov.au

In person at:
70 Central Avenue, Oran Park, or
Camden Library (40 John Street, Camden)
or Narellan Library, (Cnr Queen & Elyard
Street, Narellan)

Enquiries: 02 4654 7777
Website: www.camden.nsw.gov.au

General information about the GIPA Act is available by calling the NSW Information and Privacy Commission on freecall 1800 472 679 or by visiting its website: www.ipc.nsw.gov.au