# FORMAL REQUEST FOR INFORMATION

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

## APPLICANT DETAILS

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Surname:</td>
<td>…………………………</td>
</tr>
<tr>
<td>Other names:</td>
<td>……………………………………</td>
</tr>
<tr>
<td>Title:</td>
<td>…………………………</td>
</tr>
<tr>
<td>Postal Address:</td>
<td>………………………………………………</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>…………………………</td>
</tr>
<tr>
<td>Email Address:</td>
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☐ 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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*Please note: copyright-protected documents will only be made available for viewing by appointment.

**Please note: reasonable photocopying fees apply.

<table>
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<tr>
<th>APPLICANT’S SIGNATURE</th>
<th>DATE</th>
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Applications can be lodged using one of the following methods:

<table>
<thead>
<tr>
<th>Mail:</th>
<th>Email:</th>
<th>In person at:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camden Council</td>
<td><a href="mailto:mail@camden.nsw.gov.au">mail@camden.nsw.gov.au</a></td>
<td>70 Central Avenue, Oran Park, or</td>
</tr>
<tr>
<td>PO Box 183</td>
<td></td>
<td>Camden Library (40 John Street, Camden)</td>
</tr>
<tr>
<td>Camden NSW 2570</td>
<td></td>
<td>or Narellan Library, (Cnr Queen &amp; Elyard</td>
</tr>
<tr>
<td>Enquiries: 02 4654 7777</td>
<td></td>
<td>Street, Narellan)</td>
</tr>
<tr>
<td>Website: <a href="http://www.camden.nsw.gov.au">www.camden.nsw.gov.au</a></td>
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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