



**Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10)** - The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the legislation. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

**About this form**

You may use this form to apply to Council for information under the Government Information (Public Access) Act 2009. Please use Development Application form if seeking DA information.

**How to complete this form**

- 1 Ensure that all fields have been filled out correctly.
- 2 Please note that fields on this form marked with an \* are mandatory and must be completed before submitting the application.
- 3 Once completed please refer to the lodgement details section for further information.

SECTION 1 APPLICANT DETAILS			
Company Name <i>(if relevant)</i>			
Name *	Mr/Mrs/Ms	Surname	Other Names
Postal Address *	Street	Suburb	Postcode
Contact Number *			E-mail
<input type="checkbox"/> I agree to receive correspondence at the above email address. In the interests of the environment and where possible this information will be provided electronically, therefore please ensure you have provided an e-mail address. An alternative method of provision may be considered.			

SECTION 2 PROOF OF IDENTITY
Only required when an applicant is requesting information on their own behalf. <b>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 –</b> <input type="checkbox"/> Australian driver's license (with photograph, signature and current address) <input type="checkbox"/> Current Australian passport <input type="checkbox"/> Other proof of signature and current address details

SECTION 3 GOVERNMENT INFORMATION
Please describe the information you seek. Note: If you do not give enough details about the information, we may not be able to process your application. You should also advise if the information is your personal information. Consideration of Section 55 of the Act may also be taken into account when making the Decision to release the information.
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**SECTION 4 FORM OF ACCESS**

How do you wish to access the information?

Inspect the documents  A copy of the document(s)?

Access in another way (specify below)

Please specify how you would like to access the information.....  
 .....

**SECTION 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', which is published on Council's website.

Please indicate if you object to this  Yes  No

If yes, please provide further information below:

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 .....

**SECTION 6 FEES AND DISCOUNTED PROCESSING CHARGES**

Please attach the standard application fee of \$30

Please indicate how you are paying by circling one of these options: cash / cheque / money order

NOTE: Please do NOT send cash by post.

You may be asked to pay an additional charge for processing your application (\$30/hour).

If you are given access to the information sought, you may be entitled to a 50% reduction in processing charges.

If you wish to apply for a discount, please indicate the reason:

Financial hardship – please attach supporting documentation (eg a pension or Centrelink card).

**AND / OR**

Special benefit to the public (please specify why below)

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**SECTION 7 APPLICANT DECLARATION**

Applicant Name		Date
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**SECTION 8 LODGEMENT DETAILS**

**You can lodge the completed application by:**

**Post** The General Manager, Wollongong City Council, Locked Bag 8821, Wollongong DC NSW 2500

**In Person** Wollongong City Council Administration Building, 41 Burelli Street, Wollongong

**Email** [council@wollongong.nsw.gov.au](mailto:council@wollongong.nsw.gov.au)

**What now?** Once your application is received, a Council Officer will contact you if further information is required.  
 For further information regarding your application please contact us by:

**Telephone:** (02) 4227 7111

**Website:** [www.wollongong.nsw.gov.au](http://www.wollongong.nsw.gov.au)

**FURTHER INFORMATION**

General information about the *GIPA Act* is available by calling the Office of the Information Commissioner on 1800 472 679 or at its website: [www.ipc.nsw.gov.au/](http://www.ipc.nsw.gov.au/)