

**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 you can submit this form by facsimile, mail, e-mail or in person. Please refer to the lodgement details section for further information.

**1 Applicant Details**

Company name *(if relevant)*: .....

Title\*: Mr/Mrs/Ms ..... Surname\*: ..... Other names\*: .....

Postal address\*: ..... Postcode: .....

Contact Number: ..... E-mail: .....

**2 Details of Information Requested**

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**3 Form of Access**


How do you wish to access the information?

- Electronic on CD? *(Fee payable as per Council's Fees and Charges)*
- A copy of the document(s)? *(Fee payable as per Council's Fees and Charges)*
- Inspect file at Council Administration building *(A Customer Service Officer will contact you to arrange a suitable time)*
- E-mail *(where possible)*

*(A Customer Service Officer will contact you to advise the fees payable prior to the release of information)*

**4 Declaration**

I agree to pay all applicable fees in accordance with Council's adopted fees and charges. I declare that all information provided by me in this form is true and correct. I understand that I must seek the Copyright owner's consent in order to use any part of a copyright document for any other purpose.

Applicant Signature  ..... Date: ..... / ..... / .....

**5 Privacy & Personal Information Protection Notice**

**Privacy Notification *(Privacy and Personal Information Protection Act 1998 – Section 10)***

The personal information that Council collects from you is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* ('the Act'). Council is required to comply with the Act and Council's Privacy Management Plan and Privacy Code of Practice for Local Government. The intended recipients of the personal information are officers within the Council and those persons granted lawful access to the information. 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 Act. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council on telephone 4227 7111.

## → Public Access to Information held by Council GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 Informal Access Application

### 6 Lodgement Details

You can lodge the completed application by:

- 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
- E-mail** [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 or visit our **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 freecall 1800 INFOCOM (1800 463 626) or at its website: [www.oic.nsw.gov.au](http://www.oic.nsw.gov.au).