Narrabri Shire Council
46-48 Maitland Street
PO Box 261, Narrabri NSW 2390

P. (02) 6799 6866
F. (02) 6799 6888
E. council@narrabri.nsw.gov.au

NARRABRI SHIRE
DISCOVER THE POTENTIAL

GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT, 2009
FORMAL ACCESS APPLICATION

Disclaimer: The information provided by you on this form will be used by Narrabri Shire Council or its agents to process this application. The provision of this information is voluntary, however, if you do not provide the information, Council may not be able to fully process your application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to Information Policy and Privacy Management Plan or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access.

Your Details

Surname:	Title: Mr/Ms/Miss/Mrs
Other Names:	
Postal Address:	Postcode:
Day-time Telephone:	Facsimile:
Email:	

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

Place of Birth:	
Main Language Spoken:	
Aboriginal or Torres Strait Islander: ◯ Yes ◯ No	
Do you have special needs for assistance with this application?	
◯ I agree to receive correspondence at the above email	

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 provide enough details about the information, the agency may refuse to process your application. If this request is in relation to a property, please list the address here:		
Are you seeking personal information?	◯ Yes	◯ No

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Form of Access

How do you wish to access the information?	
⬡ Inspect the document(s)	⬡ A copy of the document(s)
⬡ Access in another way (please specify)	

Copying charges may apply in accordance with Council's adopted fees and charges

Application Fee

Payment of the $30 application fee will be arranged by:

⬡ cash ⬡ cheque ⬡ money order ⬡ credit card ⬡ direct deposit

(Note: please do not send cash via post. If making payment via direct deposit, an additional $6.00 administration fee applies)

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

Disclosure Log

If you are given access to the information sought, 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 attached supporting document eg. a pension or concession card)

AND/OR

⬡ Special benefit to the public - please specify why below

Applicants Signature **Date**

Please post this form or lodge it at: PO Box 261 Narrabri NSW 2390
or email council@narrabri.nsw.gov.au

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 194 210 or at its website: www.oic.nsw.gov.au

OFFICE USE ONLY

Date application received **File reference**