

GIPA Application for Access to Information - Formal



If you need help lodging your form, contact us				Office use only		
Email	council@northernbeaches.nsw.gov.au			Form ID	3028	
Phone	1300 434 434			TRIM Ref.	C000198	
Customer Service Centres	Manly Town Hall, 1 Belgrave Street, Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	Mona Vale 1 Park Street, Mona Vale NSW 2103	Last updated	Aug 2024	
				Business unit	Systems & Information	
				Application no.		
					Receipt no.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Payment options	
Online	Northern Beaches Council accepts applications and secure payments online for this service. Please visit northernbeaches.nsw.gov.au/council/forms/digital-forms
In person	Visit one of our Customer Service Centres (listed above) to apply and pay over the counter
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option
Please note, all credit / debit card payments attract a 0.5% surcharge.	

Part 1: Applicant details

It is important that we are able to contact you if we need more information. Please give us as much detail possible.				
Title	Mr	Mrs	Ms	Other
First name				
Last name				
Company name (attach business card if relevant)				
Address				
Suburb		Postcode		
Phone number		Alternate		
Mobile		Fax		
Email				

Part 2: Document Information

Are you seeking access to information on someone's behalf?	Yes	No
Given names		
Family names		
Please attach proof of your authorisation to act on the person's behalf, such as legal documentation in support of your authority (for example: a client agreement if you are a solicitor) or written authorisation from the person concerned.		
Description of document, records, files or information required and date range of search e.g. May – July 2010		
Third Party Consultation – Council may need to consult with other parties about the release of the information that you have requested.		
Yes, I object to the release of my name.		
No, I have no objection to the release of my name only.		

Part 3: Fees and charges

Application fee - \$30	
<ul style="list-style-type: none"> This fee must be included with your application. Additional fees for processing and copying may also apply (see below). Payment may be made by cash, cheque, money order or credit card (MasterCard, AMEX and Visa accepted - surcharge applies). 	
Processing charges	
<ul style="list-style-type: none"> A \$30 per hour processing charge will also apply if your request is not personal affairs or if a personal affair's request exceeds 20 hours. You will be supplied with an estimate of processing charges prior to processing. A 50% reduction in processing charges only may be granted in cases where an individual can prove financial hardship or where the information sought is deemed to be of special benefit to the public generally, or you are representing a not for profit organisation 	
I am requesting a reduction in processing charges	Yes <i>(please provide supporting documentation such as a Pensioner Concession Card or full time student card).</i>
	No
Refusal to process requests	
Division 4 of the GIPA Act details the circumstances under which a Council may refuse or defer access to information.	
For further information	
Refer to the Government Information (Public Access) Act 2009 (NSW) – available from the NSW Government Information centre, or GIPA publications available through public libraries and government agencies, or ring the GIPA manager in the Council holding the document you require to access to.	

Part 4: Conditions

<ul style="list-style-type: none"> Applicants are to provide sufficient information to enable the correct document/s to be identified. If you are seeking documents relating to your personal affairs the Council may request proof of identity. If you are seeking a document(s) on behalf of another person relating to their personal affairs, the Council may ask you to submit a consent form signed by that person. A request will be dealt with as soon as practical and in any case, within 20 working days after it is received. If it is necessary to consult any other person or body, an extension of a further 10 working days is permissible. If it is necessary to retrieve documents from archive, an extension of a further 10 working days is permissible.
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Part 5: Declaration

I declare (please tick):	
The information provided in this form is complete and correct;	
I have read the privacy notice;	
Where applicable, I have attached documents required for the purpose of this application (eg evidence of identity, authorisation to act on another person's behalf, evidence of financial hardship re processing charges);	
In the event I cannot attach any required copies of documents, I will provide them to Council within 5 business days of making this application;	
I have included the relevant application fee;	
I understand that I may be required to pay processing charges in respect of this request and that I will be supplied with an estimate of charges prior to processing if appropriate;	
I understand it is an offence to give misleading information about my identity, and doing so may result in a decision to refuse to process my application.	

OFFICE USE ONLY - CASHIER CODE ZADM			
Receiving officer:		Date:	
Receipt no:		Receipt date:	