



CAMDEN COUNCIL

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70 Central Avenue, Oran Park

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INFORMAL REQUEST FOR INFORMATION Government Information (Public Access) Act 2009

Applications are assessed in the order of receipt and are generally finalised within **20 working days**. If Council cannot provide a final decision within 20 working days, Council's Governance Team will let you know.

IMPORTANT INFORMATION

Under the *Government Information (Public Access) Act 2009* ('GIPA Act'), informal requests for information:

- do not require payment of a fee;
- do not require a response;
- have no timeframe for dealing with the request; and
- do not attract review rights.

In contrast, a person who submits a formal Access Application has a legally enforceable right to access the information requested unless there is an overriding public interest against its disclosure.

APPLICANT DETAILS

Name:

Postal Address:

Phone Number: E-mail Address:

I wish to: View a copy Receive a copy via e-mail Receive a copy via mail* Collect a copy*

**Please note: reasonable photocopying fees may apply under the Act.*

DETAILS OF SUBJECT PREMISES (if applicable)

Property Address: Suburb:

Lot: DP:

Are you are seeking this information during a 'cooling off' period under a contract for the sale of land?

Yes - the 'cooling off' period ends on No

PROOF OF IDENTITY (if applicable)

If you are 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:*

- Australian driver's licence (with photograph, signature and current address);
- Current Australian passport;
- Other proof of signature and current address details.

* Certified means that your proof of identify must be verified (ie - signed and dated) by an authorised person (Justice of the Peace, doctor, teacher, pharmacist, legal practitioner, Postmaster - Australia Post).

PRIVACY AND PERSONAL INFORMATION PROTECTION NOTIFICATION

I acknowledge that the personal information provided on this form is collected by The Council of Camden for the purposes of recording, processing and supplying the information sought. Access is limited to use by Council employees and other authorised persons. Under appropriate legislation, if requested in writing, access to the information provided on this form may be made available to third parties. This form will be stored within Council's Record Management System - I understand that I have the right to access and correct the information if I believe it is incorrect.

APPLICANT'S SIGNATURE **DATE**/...../.....

Applications can be lodged using one of the following methods:

Mail:
The Council of Camden
PO Box 183
Camden NSW 2570

E-mail:
mail@camden.nsw.gov.au

In person at:
70 Central Avenue, Oran Park

