

FORMAL REQUEST FOR ACCESS TO INFORMATION

SECTION 41 GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009

See also Council's factsheet "How to Access Information held by Council"

APPLICANT DETAILS

First name _____ Surname _____

Street number _____ Street name _____

Suburb _____ State _____ Postcode _____

Phone number _____ Email address _____

Do you have special needs for assistance with this application? Yes No

.....
If yes, provide details of how we could assist.

APPLICATION DETAILS

.....
Please give as much detail as possible to help us identify the information you want to access.

NOTE: If you do not give enough details about the information, Council may refuse to process your application, however Council will endeavour to assist in defining the request to a more manageable one.

Date range of the information required Start date _____ End date _____

.....
Are you seeking personal information? Yes No

The provision of personal information is subject to satisfactory proof of identity being provided if information is made available

FORM OF ACCESS

The provision of information is also subject to copyright restrictions; under no circumstances will Council reproduce or copy information that is Copyright protected. You will be notified if these restrictions prevent the copying of the information that is sought.

How do you wish to access the information? Inspect the information
A copy of the information

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 **Council's website**.

Do you object to this? Yes No

DISCOUNT IN PROCESSING CHARGES

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 attach supporting documentation (e.g. a Pension or Centrelink card).

Waiver of charge for personal information application

Special benefit to the public – please specify:

PAYMENT METHOD

Application fees can be paid by cash, cheque or credit card.

- cash, cheque or credit card payments can be paid in person
- cheque or credit card payments are accepted by post
- only credit card payments are accepted by email

PAYING BY CREDIT CARD?

Please complete the [Credit Card Authorisation Form](#) located in the list of [Downloadable Forms](#) and ensure that you provide the full details of the purpose of your payment on this form.

If you are sending your payment by email, please ensure the Credit Card Authorisation Form is included in your email as a separate attachment to your Application or any other information.

DECLARATION

I have read the information provided in relation to copyright and I understand that I am not entitled to copies of copyrighted information. I understand that I can view information free of charge, and that if I request copies not protected by copyright provisions, fees are payable as outlined in Council's annual schedule of fees and charges.

Signature

Date

OFFICE USE ONLY

Receipt No.

Date

CONTACT US

Penrith City Council
601 High Street
PENRITH NSW 2750

PO Box 60
PENRITH NSW 2751

PHONE: (02) 4732 7777

FAX: (02) 4732 7958

EMAIL: council@penrithcity.nsw.gov.au

WEB: www.penrithcity.nsw.gov.au

See Council's adopted fees and charges at penrith.city. All fees subject to change

IMPORTANT

If you are emailing payment details, please include the Credit Card Authorisation Form as a separate attachment to your Application or any other information.

Please do not merge forms together.