



**FORMAL APPLICATION FOR ACCESS TO DOCUMENTS UNDER PART 4 OF THE  
GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009  
RIVERINA WATER COUNTY COUNCIL**

Send applications to: Riverina Water, PO Box 456, Wagga Wagga NSW 2650

**DETAILS OF APPLICANT**

Surname: .....Given Names: .....Title: .....

Postal Address:

.....Postcode: .....

Telephone number: .....Mobile: .....

Email address: .....

**DETAILS OF APPLICATION**

I request access to records concerning:

.....  
.....

Have you attached to this form, submissions as to any public interest considerations that you think Council should take into account in determining your application?

( ) Yes ( ) No

Is there any other information that you think may be relevant to the determination of your application?

( ) Yes ( ) No

(Specify)

.....  
.....

**PROOF OF IDENTITY**

Are you seeking your own personal information? ( ) Yes ( ) No

When 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
- Current Australian passport
- Other proof of signature and current address details

**FORM OF ACCESS** (Please tick relevant box)

I wish to inspect the record(s) (  ) Yes (  ) No

I require a copy of the record(s) (  ) Yes (  ) No

I require access in another form (  ) Yes (  ) No

(Specify)

.....

**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 Council's 'disclosure log'. This is published on the Council website.

Do you object to this? (  ) Yes (  ) No

**FEES AND CHARGES**

A \$30 application fee is required. This can be paid by either enclosing a cheque or money order, or by paying cash at Council's office. **Please do not send cash through the mail.** Cheques can be made out to: Riverina Water County Council.

**Note:** In certain cases of economic hardship or in instances of special public interest there may be a reduction in fees and charges up to 50%. If you consider that you are entitled to a reduction, attach a request and copies of supporting information to this form.

I am requesting a reduction in processing charges (  ) Yes (  ) No

- Financial hardship – please attach supporting documentation (eg a pension or Centrelink card)
- Special benefit to the public

(Specify).....

I understand that I am required to pay the full application fee (\$30) however a discount in processing charges may apply. In respect of this request I will be supplied with a statement of charges if appropriate.

**APPLICANT'S SIGNATURE:** ..... **Date:** .....