



**INFORMAL (GENERAL) REQUEST FOR ACCESS TO INFORMATION**

**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:

- o Australian driver's licence
- o Current Australian passport
- o 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).....

**FEES AND CHARGES - ASSESSMENT OF APPLICATION**

Please note that this application form is used to assess which category of access your request pertains to. If the request is considered to fall under "Informal Access" then you may be required to pay for photocopying. However if the request is considered to fall under "Formal Access Application" (GIPAA Application) you will be sent another application form. An application fee of \$30 will be payable as well as any associated processing charges that may be incurred. However in certain circumstances a reduction in processing charges may be applied for. Council will contact you in regards to your request and discuss its category and progress.

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