



### FORMAL ACCESS APPLICATION FORM

Use this form to make a formal access application to the Department of Regional NSW under the *Government Information (Public Access) Act 2009* (GIPA Act).

#### Applicant details

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company/organisation: \_\_\_\_\_ Phone number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Email address: \_\_\_\_\_

I agree to receive correspondence at the above email address  Date: \_\_\_\_\_

#### Proof of identity

Are you seeking access to your own personal information?  Yes |  No

If you answered **yes**, please 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

#### Government information

Please describe the information you are seeking in enough detail for us to identify it. If your application includes the words ‘any and all’, ‘and/or’ and ‘including but not limited to’, the department may write to you to clarify your request.

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Information is requested to cover the period from – Date: \_\_\_\_\_ to Date: \_\_\_\_\_

Optional – my reason for making this application: \_\_\_\_\_

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Have you applied, at any time, to another agency for similar information?  Yes |  No

If yes, please state the name of the agency: \_\_\_\_\_



## Form of access

The information will be provided electronically to you via email or secure file. If you require the information in a different format, please include such details in the description above about the requested information.

## Third-party consultation

If the information you seek concerns a third party, then the department must undertake consultations with all relevant parties. To decide if they have concerns, third parties may find it helpful to know who the applicant is. Do you object to the department telling third party/parties who you are?

Yes, I object       No, I do not object

## Disclosure log

If the information is released to you and would be of interest to other members of the public, the department may record details about your application in its Disclosure Log. The disclosure log is available on our website.

Do you object to this?  Yes |  No If you object, please give your reasons: \_\_\_\_\_

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## Processing charges

We may charge you for processing the application (\$30 per hour). You may be entitled to a 50% reduction in processing charges. If you wish to apply for a discount, please give the reason:

- Financial hardship—please attach supporting documentation such as pension card details
- Special benefit to the public—please specify why below and/or provide evidence
- My application is on behalf of a non-profit organisation – provide proof/details

Reason: \_\_\_\_\_

## Application fee

The application fee is **\$30**. You can send a **cheque** or **money order** via post with your application made out to 'Department of Regional NSW'. Do not send cash.

You can make a **credit card** payment (Visa or Mastercard) by ticking the box below and the GIPA team will contact you to make payment over the phone. Please note a surcharge of 0.4% will apply.

Yes, I would like to pay by credit card

## Lodgement details

**Post:** Department of Regional NSW  
Legal & Governance  
Level 2, 66 Harrington Street, Sydney 2000

**Email:** [gipa@regional.nsw.gov.au](mailto:gipa@regional.nsw.gov.au)

## Privacy Statement

Under the GIPA Act you must provide your name and address or email address and a description of the information you seek access to. If you do not provide all information requested, we may not be able to process your application. Your details will be stored and managed in accordance with provisions under the *Privacy and Personal Information Protection Act 1998* and the *State Records Act 1998*. Your information will not be used for any other purpose and will not be given to any other third party except where required by law. You may access or correct your personal information by contacting [gipa@regional.nsw.gov.au](mailto:gipa@regional.nsw.gov.au)