

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
- Current Australian passport
- Other proof of identity (with photographs, signature and current address)

Government information

Please describe the information you are seeking access to, 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.

Information is requested to cover the period from – Date: _____ to Date: _____
Optional – my reason for making this application: _____

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: _____

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

My application is on behalf of a non-profit organisation – provide proof/details

Special benefit to the public – please specify why and/or provide evidence

Reason: _____

Application fee

The application fee is **\$30**. 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

Or, you can send a **cheque** or **money order** via post with your application made out to 'Department of Regional NSW'. Do not send cash. **Please also send us a copy via email.**

Lodgement details

Post: Department of Regional NSW - Legal
105 Prince Street, Orange NSW 2800

Email: 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 third party except where required by law. See our Privacy Management Plan: <https://www.regional.nsw.gov.au/privacy/privacy-management-plan>