

Formal Access Application Form

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

Applicant details	
Name:	Title:
	Phone number:
Postal address:	
Email address:	
I agree to receive correspondence at the abov	e email address Date:
Proof of identity	
Are you seeking access to your own personal i	information? □ Yes □ No
If you answered yes, please provide proof of ic following documents:	dentity in the form of a certified copy of any one of the
 Australian driver's licence 	
 Current Australian passport 	
 Other proof of identity (with photograph 	s, signature and current address)
Government information	
	ng access to, in enough detail for us to identify it. If all', 'and/or' and 'including but not limited to', the equest.

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

 \square Yes, I would like to pay by credit card

105 Prince Street, Orange NSW 2800

The Department of Primary Industries and Regional Development no longer accepts cheques or money orders.

Lodgement details

Post: Department of Primary Industries and Regional Development - Legal & Governance

Email: gipa@dpird.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.dpird.nsw.gov.au/privacy/privacy-management-plan