



Government Information (Public Access) Act 2009

ACCESS APPLICATION FORM

Please complete this form to apply for formal access to government information under the Government Information (Public Access) Act 2009 (GIPA Act).

1. Your Details

Name: _____

Organisation: _____

Postal Address: _____

Postcode: _____

Contact Telephone: _____ Facsimile: _____

Email: _____

2. Proof of Identity

Are you seeking access to your own personal information? Yes / No (circle one)

If yes, you must provide proof of identity in the form of a certified copy of any one of the following documents:

Australia Passport (current)

Australian Drivers Licence (with current address)

Other proof of signature & current address

3. Government Information

Please describe the information you are seeking access to in enough detail to allow it to be identified. Avoid using phrases such as "any and all", "and/or" and "including but not limited to" as this may make your application too broad or prevent us identifying the information.

To minimise processing time and cost you may wish to limit the scope of your application by clarifying that you are only seeking information contained in certain records held by the Department, such as:

By Date: _____
(eg., only records created after X date)

By Type: _____
(eg., only external correspondence sent & received by the department, specific documents)

By Sector: _____
(If unsure please check our home page at www.industry.nsw.gov.au)

4. Public Interest

Please provide some reasons why you think this information should be released. We will consider these when making our decision.

5. Releasing your name during third party consultations

If information is sought that is of a kind that would require consultation with a third party (as required under the GIPA Act), your name may be disclosed to the third party.

Do you object to this? *(tick one of the following boxes)* Yes No

6. Application Fee

All applications must be accompanied by payment of a **\$30 application fee**.

Payment can be made by cheque or money order and should be made payable to:

NSW Department of Industry

7. Discount in processing charges

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

- Financial hardship – please attach supporting documentation (eg a pension or Centrelink card, proof the organisation holds a charitable fundraising authority).

AND / OR

- Special benefit to the public – please specify why below:

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8. 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 the agency's 'disclosure log'. This is published on the agency's website.

Do you object to this? **Yes / No** (circle one)

9. Lodgement of form

Please post completed forms to:

Governance & Information Requests Unit Level 7 Legal Branch
NSW Department of Industry
PO Box K348
Haymarket NSW 1240