



Government Information (Public Access) Act 2009 Access Application

Please complete this form to apply for formal access to government information held by the Office of Environment and Heritage (OEH) and/or the Royal Botanic Gardens & Domain Trust (RBGDT) under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need help in filling out this form, please contact a Right to Information/Privacy Officer on (02) 9995 6080 or (02) 9995 6497. You can also visit our website: www.environment.nsw.gov.au/whoware/information.htm.

1 Your details

Surname: Title: Mr / Ms / Other (specify)
Other names:
Organisation/person being represented:
Postal address (compulsory):
..... Postcode:
Day-time telephone: Fax:
Email:

- I agree to receive correspondence at the above email address.
- I agree to the release of my name to any other (third) parties OEH/RBGDT need to consult as part of my application.

2 Information requested

Are you seeking information held by:
OEH? **Yes / No** (circle one) RBGDT? **Yes / No** (circle one) Both? **Yes / No** (circle one)
Are you seeking personal information? **Yes / No** (circle one)

Please describe the information you would like to access in enough detail to allow us to identify it. You may attach additional pages. If you do not give enough details we may be unable to process your application.

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Information to cover the period from: to:

3 Proof of identity

This is required only if you are requesting personal information on your own behalf.

When seeking access to personal information, you must 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.

4 Form of access

We will provide you with a copy of the information released. If the information exceeds 20 pages, it will be provided on a compact disc. Please advise if you require access in another format.

5 Application fee and lodgement

Post your application and the \$30 application fee (cheque or money order – no cash - made to the Office of Environment and Heritage) to:

Right to Information/Privacy Officer
Office of Environment and Heritage
PO Box A290
Sydney South NSW 1232

Inquiries by telephone to:
(02) 9995 6497 or
(02) 9995 6080

The application fee may also be paid in person by cash, credit card, eftpos, cheque or money order at Level 14, 59–61 Goulburn Street, Sydney, NSW 2000.

6 Disclosure log

Details of information which is released and would be of public interest may be recorded in a disclosure log at www.environment.nsw.gov.au/whoweare/disclosurelog.htm.

If you object to this, you will be asked to supply reasons before your application is finalised:

I object I do not object

7 Discount in processing charges

You may be asked to pay a charge for processing the application (\$30 per hour after the first hour). Some applicants may be entitled to a 50% reduction in of the processing charges. If a discount is given, the \$30 application fee will pay for the first two hours of processing, not just the first hour. If you are applying for your personal information, the first 20 hours of processing will be free of charge.

If you wish to apply for a discount, please indicate the reason:

Financial hardship – please attach supporting documentation (such as a copy of a pensioner concession card; otherwise provide an explanation with proof showing how much money you receive each week or relevant financial statements):

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Not-for-profit organisation – please attach supporting documentation

Full-time student – please attach supporting documentation

Special benefit to the public – please specify:

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Applicant's signature: Date:.....

Privacy notice: The information provided on this application form is being obtained for the purpose of processing your GIPA application. Providing this information is required by law. It will be stored securely. If you do not provide all or any of this information it could prevent or delay the processing of your application.