

You may use this form to apply for access to government information under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need help filling out this form, contact the Information Officer on 8202 3768 or email xxxxxxxxxx@xxxxxxxxx.xxx.xxx.xx

Applicant details

Title:	Given names:	Surname:
Company name:		
Postal address:		
	State:	Postcode:
Email address:	Daytime phone number:	
<input type="checkbox"/> I prefer to receive correspondence at the above email address		

Identification documents

When seeking access to your own personal information, we will need to establish your identity before providing you with any information. If this applies to you, and you are not lodging the form in person at a Motor Registry or with Service NSW where your identity will be verified, please attach a certified* copy of one of the following:

- Australian driver licence
- Current Australian passport
- Other photo identification

If you are completing this form on behalf of someone else, please attach evidence of your authorisation to do so.

*Certified means that the document has been verified, signed and dated by an authorised person (JP, doctor, teacher, pharmacist, legal practitioner, Postmaster Australia Post).

Transport agency from which you are seeking information

Transport for NSW centrally administers all information requests made to the transport agencies listed below. If you require information from a particular agency, please choose from the agencies below. Otherwise please leave blank. The GIPA Act requires payment of a \$30 application fee. **If you tick multiple boxes below you are making separate applications to each agency, which each require a \$30 fee.**

<input type="checkbox"/> Transport for NSW	<input type="checkbox"/> Sydney Trains	<input type="checkbox"/> WestConnex Delivery Authority
<input type="checkbox"/> Roads and Maritime Services	<input type="checkbox"/> NSW Trains	<input type="checkbox"/> State Transit Authority

Terms of your request

Please describe the information you would like to access.

NOTE: Please be as precise as possible. If you do not give enough detail about the information you are looking for we may not be able to find it. You can only apply for access to information that is already held by the agency. Attach to this form any additional information that you feel will support your claim for access to the documents/information.

Processing fee discount

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled 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) AND / OR
- Special benefit to the public.

Access to information

How do you wish to access the information?

- Inspect the document/s
- Be provided with a copy of the document/s
- Access in another way (please specify): _____
- If possible, I wish to receive information by email at the above email address

Consultation

The Agency may be required to consult with third parties before deciding your application. If the information you are seeking contains information about another person, business or government agency, we are required by law to ask whether they have an objection to the disclosure of their information. For the purposes of such consultation, please indicate in the boxes below whether you consent to the release of the following information to any third parties.

Your name and/or company name: Yes No Your reason for making this application: Yes No

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 (excluding your personal information) may be recorded in the agency's 'disclosure log'. This is published on the agency's website.

Do you object to this? Yes No

NOTE: You will be contacted and given a further chance to object before the information is placed on the Disclosure Log.

Application fee

I attach payment of the **\$30 application fee** by: *(select one)*

- Cheque (enclose a cheque made payable to Transport for NSW)
- Money order (enclose a money order made payable to Transport for NSW)

There may be additional processing charges in relation to your application – we will notify you if this is required. Please do **NOT** send cash through the post.

NOTE: This application can be lodged in person at a NSW motor registry or Service NSW Office. Credit card and cash payments can be made at these offices.

Applicant's signature: _____

Date: / /
 day month year

Where to send your application

Mail to:
Information and Privacy Unit
Transport for NSW
PO Box K659
Haymarket NSW 1240

Privacy notice

Transport for NSW and the Transport agencies are subject to the *Privacy and Personal Information Protection Act 1998* in respect of your personal information. Your personal information is being collected to process your application for information under the *Government Information (Public Access) Act 2009*. The provision of personal information is voluntary, however if you do not provide it we may not be able to process your application. Transport for NSW and the Transport agencies may use and disclose your personal information for the purposes of processing your application. Otherwise, we will not disclose your personal information without your consent unless authorised or required by law. Your personal information will be held by Transport for NSW at 18 Lee Street, Chippendale NSW 2008, which is where all applications are initially received. If your application is for information held by one of the Transport agencies, it will also be held by the relevant agency at:

- NSW Trains at 470 Pitt Street, Sydney NSW
- Sydney Trains at Level 21, 477 Pitt Street, Sydney, NSW
- Roads and Maritime Services at 101 Miller Street, North Sydney, NSW
- State Transit Authority at Level 4, 15 Bourke Road, Mascot, NSW
- WestConnex Delivery Authority at Level 18, 101 Miller Street, North Sydney, NSW

Generally, you have the right to access and correct the information if you believe that it is incorrect. If you wish to do so please telephone the Transport for NSW Privacy Officer on 8202 3768 or email xxxxxxx@xxxxxxxxxx.xxx.xxx.xx and we will provide you with the details of the relevant agency privacy officer.