

Government Information (Public Access) Act 2009 ACCESS APPLICATION



Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the Right to Information Officer on 9841 8626 or visit our website at www.landcom.com.au

1. Your details

Surname: **Title:** Mr / Ms

Other names:

Postal address: **Postcode:**

Day-time telephone: **Email:**

The questions below are optional and the information will only be used for the purposes of providing better service.

Place of birth: **Main language spoken:**

Aboriginal or Torres Strait Islander: Yes / No (circle one)

Do you have special needs for assistance with this application:
.....

I agree to receive correspondence at the above email address.

2. Proof of identity

Only required when an applicant is requesting information on their own behalf.

When seeking access to personal information, an applicant must 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
with photograph, signature and current address

Other proof of signature and current address details

3. Government information

Please describe the information you would like to access in enough detail to allow us to identify it.

Are you seeking personal information? **Yes / No** (circle one)

Note: If you do not give enough details about the information, the agency may refuse to process your application.

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.....

4. Releasing your name during third party consultation

If the information sought is of a kind that would require consultation with a third party (as required under s54 of the GIPA Act), your name may be released to a third party

Do you object to this? Yes No (tick one)

5. Form of access

How do you wish to access the information?

- Inspect the document(s) A copy of the document(s)
 Access in another way (please specify)

6. Application Fee

I attach payment of the \$30 application fee by cash / cheque / money order (circle one).

(Note: please do NOT send cash by post)

7. 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)

8. 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 under s 65 or s66 of the GIPA Act. If you wish to apply for a discount, please indicate the reason:

- Financial hardship - please attach supporting documentation (eg a pension or Centrelink card) (s65 of the GIPA Act).

AND / OR

- Special benefit to the public (s66 of the GIPA Act) - please specify why below:
.....
.....

Applicant's signature:

Date:

Please post this form or lodge it to The Right to Information Officer, Landcom, PO Box 237 Parramatta NSW 2124 or by email to Right2info@landcom.nsw.gov.au.

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visit the IPC's website: www.ipc.nsw.gov.au

Office use only

Date application received:..... File reference: