



THIS APPLICATION MUST BE LODGED WITH THE AGENCY THAT HOLDS THE INFORMATION YOU ARE SEEKING, NOT THE IPC

# Government Information (Public Access) Act 2009 FORMAL 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 0439 798 413 or visit our website. You can lodge your application via post, in person or by email to [Governance@records.nsw.gov.au](mailto:Governance@records.nsw.gov.au). A set of tips on how to prepare your application can be found at <https://www.ipc.nsw.gov.au/checklist-tips-framing-your-information-access-application>

## 1. Your details

**Surname:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Other names:** .....

**Postal address:** ..... **Postcode:** .....

**Day-time telephone:** ..... **Facsimile:**.....

**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:**

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

I agree to receive correspondence at the above email address.

### Office use only

Date application received: .....

CM9 reference: .....



## 2. Proof of identity

*Only required when you are requesting 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

## 3. Government Information

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

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

## 4. Personal information

Are you seeking personal information?

Have you applied, at any time, to another agency for similar information?

If yes, please provide the name of the agency .....



## 5. Form Access

How do you wish to access the information?

Email

Postal Address

Access in another way (please specify).....

## 6. Application Fee

I provide payment of the **\$30 application fee** by: cheque / money order / bank transfer (circle one).

Banks Transfer is the Preferred method

You may email a copy of this application to: [governance@records.nsw.gov.au](mailto:governance@records.nsw.gov.au)

And make payment by electronic funds transfer (EFT) to:

BSB: 032-001

Account No.: 205522

Account Name: STATE RECORDS AUTHORITY GOVERNMENT RECORDS REPOSITORY

REMITTANCE ADVICE TO: [remittance@records.nsw.gov.au](mailto:remittance@records.nsw.gov.au)

**Please ensure you include your surname followed by 'GIPA' in your reference**

(Note: please do NOT send cash by post. Payment must be made to the agency you are requesting information from)

## 7. Third Party Consultation

Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or agency, the agency may be required to consult with third parties before deciding your application. The purpose of this consultation is for the agency to determine whether the third party has an objection to disclosure of some or all of the information being requested. Please indicate whether you consent to your identity as an applicant being disclosed to the involved third party:

Do you object to this?

## 8. Disclosure Log

If the information sought is released to you and the IPC consider it may 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 IPC's website. If you object to this, we must first decide if you are entitled to object and if so, whether the objection outweighs the general public interest in including this information in the disclosure log.

You can only object to the inclusion of information on an agency's disclosure log for one or more of the following grounds:

- The information includes personal information about you (or a deceased person for whom you are the personal representative)
- The information concerns your business, commercial, professional or financial interests
- The information concerns research that has been, or is being, or is intended to be, carried out by or on your behalf
- The information concerns the affairs of a government of the Commonwealth or another State (and you are entitled to act on behalf of that government agency).



Do you object to this?

**Please note:** if an agency decides to include information in its disclosure log despite your objection, you can seek a review of this decision.

### 9. 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) **AND / OR**
- Special benefit to the public – please specify why below:

**Please note** that a processing charge cannot be discounted by more than 50% even if both reasons are relevant.

Applicant's signature:

Date:

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#### Please post this form to:

State Archives and Records Authority  
Head of Governance  
PO Box 516  
Kingswood NSW 2747

#### Or email it to

Governance@records.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](http://www.ipc.nsw.gov.au)*