



Government Information (Public Access) Act 2009 (NSW) ACCESS APPLICATION

Please complete this form to make a formal access application for access to government information under the *Government Information (Public Access) Act 2009 (GIPA)*. If you need help in filling out this form, please contact the Right to Information Officer on (02) 9841 8600 or visit our website at <http://www.ugdc.nsw.gov.au/>

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

1. Your details

INDIVIDUALS

Surname: Title:

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 (tick one)

Do you have require any special assistance with this application?:

.....

I agree to receive correspondence and notices regarding this application at the above email address.

COMPANIES AND OTHER ORGANISATIONS

Organisation:

Contact Name: Title:

Postal Address: Postcode:

Day-time telephone: Email:

I agree to receive correspondence and notices regarding this application at the above email address.

Applicant Type: Company NSW Government Agency
 Non-Government Organisation Other Government Agency
 Other

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 with photograph, signature and current address
- Current Australian passport
- Other proof of signature and current address details

3. Government information to which you are seeking access

Please describe the government information you would like to access in enough detail to allow us to identify it. If you require further space, please attach an extra sheet of information to this application. Note: If you do not give enough details about the information, we may refuse to process your application.

Are you seeking personal information? Yes No (tick one)

.....

.....

.....

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 GIPA), your name may be released to a third party to enable them to consider whether they object to disclosure of the information.

Do you consent to release of your name during consultation? Yes No (tick one)

PLEASE NOTE: UGDC may be required to consult under GIPA with third parties about your access application. If you do not consent to the release of your name, this consultation will still occur (however, personally-identifiable information will not be released to the third parties).

5. Form of access

How do you wish to access the information?

- Inspect the information
- Be given a copy of the information
- 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. Cash may be received at any of UrbanGrowth NSW Development Corporation's offices)

Office use only

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

7. Disclosure log

If the information sought in this application is released to you and would be of interest to other members of the public, details about your application (excluding any personally identifiable information such as your name) may be recorded in our 'disclosure log', which is published on our website.

Do you consent to your application being included in our disclosure log? Yes No (tick one)

PLEASE NOTE: UGDC may decide to include information about your application on its disclosure log, even if you do not consent. You will be notified of this, and your review options, if this occurs.

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 reduction in their processing charges under s 65 or s66 of GIPA, and we may consider granting discounts in other circumstances. 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 GIPA).

AND / OR

Special benefit to the public (s 66 of GIPA) – please specify why below:

.....
.....

For more information about the fees and charges which may be levied in relation to your application, and the discounts that may be available, please review the Information & Privacy Commission's Fact Sheet "GIPA Act Fees and Charges" which is available on [IPC's website](#), or from UGDC.

9. Signature

Applicant's signature: Date:

Please post this form to The Right to Information Officer, UrbanGrowth NSW Development Corporation, Level 12, 19 Martin Place, Sydney NSW 2000 or by email to righttoinformation@ugdc.nsw.gov.au, or lodge it over the counter at one of our offices.

Office use only

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