



## ***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 02 9424 0000 or at [kmc@kmc.nsw.gov.au](mailto:kmc@kmc.nsw.gov.au)

### **1. Your details**

**Surname:** \_\_\_\_\_ **Title:** Mr Mrs Ms Dr

**Other names:** \_\_\_\_\_

**Postal address:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Day-time telephone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

I agree to receive correspondence at the above email address.

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

**Aboriginal or Torres Strait Islander:** Yes No

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

### **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 the agency to identify it.

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

Are you seeking personal information? **Yes** **No**

If you have applied at any time to another agency for substantially the same information, please provide the name of the other agency

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**4. 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) .

**5. 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. Payment must be made to the agency you are requesting information from)

**6. 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 some or all of the information being requested. Please indicate whether you consent to your identity as the applicant and the reason for your application being disclosed to the relevant third party:

Do you object to this? **Yes** **No**

**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**

**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. 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:

Applicant's signature: .....

Date: .....

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*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)*

**Office use only**

Date application received:

Comments: