



# 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 (02) 9995 0594 or visit our website at [www.communities.nsw.gov.au](http://www.communities.nsw.gov.au).

## 1. Your details

Surname: ..... Title:  Mr  Ms

Other names: .....

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

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

Email: .....

I agree to receive correspondence at the above email address.

Are you seeking personal information?  Yes (complete Section 2)  No (go to Section 3)

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

### Office use only

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

**4. Form of access**

How do you wish to access the information?

- An email containing the information
- A letter containing the information
- Inspect the information in person
- Access in another way (please specify)

**5. Application Fee**

My \$30 cheque or money order payable to 'Communities NSW' is enclosed **OR** please charge \$30 to my credit card  Visa  Mastercard (Note: please do NOT send cash by post)

Expiry Date /

Cardholder name: .....

Signature: .....

**6. 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

**7. Processing charges**

If your application requires extensive file research or time to process you may be asked to pay a processing charge (\$30 / hour). Your application fee contributes to this processing charge. Some applicants may be entitled to a 50% reduction in their processing charges. Please indicate below if you wish to apply for a discount.

- Financial hardship – please attach supporting documentation (e.g. copies of pension card, full-time student card or evidence that you represent a non-profit organisation).

Applicant's signature: .....

Date: .....

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Please post this form to:  
 Right to Information Officer  
 Communities NSW  
 PO Box 7060, Sydney NSW 2001