

Use this form if you wish to apply for access to government information under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need assistance filling out this form, please email insw@mail.com

Applicant details

Title	Given names	Surname	
Company name			
Postal address		State	Postcode
Phone	Email address		

I prefer to receive correspondence at the above email address

Identification documents

When seeking **access to your own personal information**, you must provide proof of identity in the form of a certified* copy of one of the following:

- Australian Driver's Licence Current Australian passport Other photo identification

If you are completing this form on behalf of someone else, please attach evidence of your authorisation to do so.

*Certified means that the document has been verified, signed and dated by an authorised person (JP, doctor, teacher, pharmacist, legal practitioner, Postmaster Australia Post)

Government information

Please describe the information you would like to access. Please be as precise as possible. If you do not give enough detail about the information you are looking for, we might not be able to find it. You can only apply for access to information that is already held by the agency. Attach to this form any additional information you feel will support your claim for access to the documents/information:

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Additional information

An applicant is required to inform the agency if they have previously sought substantially the same information from another agency. Have you, at any time, applied for similar information from another agency?

- Yes No

If yes, which agency?

An agency may refuse to deal with an access application if the agency reasonably believes the applicant, or a person acting in concert with the applicant, is:

- (i) a party to current proceedings in court, and
- (ii) able to apply to the court for that information

I confirm that no such proceedings are on foot with respect to the information requested in this application.

Application fee

I attach payment of the **\$30 application fee** by:

- Cheque (enclose a cheque made payable to **Infrastructure NSW**)
- Money order (enclose a money order made payable to **Infrastructure NSW**)

There may be additional processing charges in relation to your application. We will notify you if this is required. Please do **not** send money through the post.

Applicants signature:

Date:

Processing fee discount

You may be asked to pay a charge for processing the application (\$30 per hour). Some applicants may be entitled reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

- Financial hardship (please attach supporting documentation, e.g. a pension or Centrelink card) and/or
- Special benefit to the public

Access to information

How do you wish to access the information?

- Inspect the document/s Be provided with a copy of the documents
- Access in another way (please specify):
- If possible, I wish to receive information by email at the above email address

Consultation

The Agency may be required to consult with third parties before deciding your application. If the information you are seeking contains information about another person, business or government agency, we are required by law to ask whether they have an objection to the disclosure of their information. For the purposes of such consultation, please indicate in the boxes below whether you consent to the release of the following information to any third parties.

Your name and/or company name: Yes No

Your reason for making this application: Yes No

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 (excluding your personal information) may be recorded in the agency's 'disclosure log'. This is published on the agency's website.

Do you object to this? Yes No

NOTE: You will be contacted and given a further chance to object before the information is placed on the Disclosure Log.

Where to send your application:

Mail to:

Information Access
Infrastructure NSW
PO Box R220
Royal Exchange NSW 1225

Privacy notice

Infrastructure NSW is subject to the Privacy and Personal Information Protection Act 1998 in respect of your personal information. Your personal information is being collected to process your application for information under the *Government Information (Public Access) Act 2009*. The provision of personal information is voluntary, however if you do not provide it we may not be able to process your application. Infrastructure NSW may use and disclose your personal information for the purposes of processing your application. Otherwise, we will not disclose your personal information without your consent unless authorised or required by law. Your personal information will be held by Infrastructure NSW at L15, 167 Macquarie Street, Sydney 2000, which is where all applications are initially received. Generally, you have the right to access and correct the information if you believe that it is incorrect. If you wish to do so please telephone Infrastructure NSW on 8016 0100 or email mail@insw.com