



Government Information (Public Access) Act 2009 Access Application

Please complete this form to apply for formal access to government information held by the Office of Environment and Heritage (OEH)* under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need help in filling out this form, please contact a Right to Information/Privacy Officer on (02) 9995 6080 or (02) 9995 6497. You can also visit our website at: www.environment.nsw.gov.au/whoware/information.htm.

1 Your details

Surname: Title: Mr / Ms / Other (specify)
Other names:
Organisation/person being represented:
Postal address: Postcode:
Day-time telephone: Fax:
Email:
 I agree to receive correspondence at the above email address.

2 Information requested

Please describe the information you would like to access in enough detail to allow us to identify it. You may attach additional pages. If you do not give enough details we may be unable to process your application.

.....
.....
.....
.....
.....

Are you seeking personal information? **Yes / No** (circle one)

3 Proof of identity

This is required only if you are requesting personal 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.

4 Form of access

Do you wish to access the information by:

- inspection of the document(s)
- provision of a copy of the document(s)
- access to information in another way (e.g. by CD, DVD, or by email to minimise the impact on the environment). Please specify:

* For the purposes of this application, OEH comprises the Botanic Gardens Trust, Parks and Wildlife Group, Climate Change, Policy and Programs Group, Environment Protection and Regulation Group, Country, Culture and Heritage Division, Scientific Services Division, Corporate Services Division, Legal Services Branch, Heritage Branch and the Office of the Chief Executive.

5 Application fee and lodgement

Post your application and payment by cheque or money order made to the Office of Environment and Heritage to:

Right to Information/Privacy Officer
Office of Environment and Heritage
PO Box A290
Sydney South NSW 1232

Do not send cash by post. The application fee may be paid by cash, credit card, eftpos, cheque or money order at:

Level 14, 59–61 Goulburn Street Sydney, NSW 2000

6 Disclosure log

Details of information which is released and which would be of public interest may be recorded in OEH's disclosure log on OEH's website.

If you object to this, you will be asked to supply reasons before your application is finalised:

I object I do not object

7 Discount in processing charges

If you are given access to the information you request, you may be asked to pay a charge for processing the application (\$30 per hour after the first hour). Some applicants may be entitled to a 50% reduction in their processing charges. If a discount is given, the \$30 application fee will pay for the first two hours of processing and not just the first hour.

If you wish to apply for a discount, please indicate the reason:

Financial hardship – please attach supporting documentation (such as a copy of a pension or Centrelink card; otherwise provide an explanation with proof showing how much money you receive each week or, if you are representing an organisation or group, financial statements or evidence the organisation or group is not-for-profit):

.....
.....
.....

Full-time student – please attach supporting documentation

and/or

Special benefit to the public – please specify:

.....
.....
.....
.....
.....

Applicant's signature:..... Date:.....