# NSW GovernmentAccess application form*Government Information (Public Access) Act 2009*

Complete this form to apply for formal access to government information held by the Office of Environment and Heritage (OEH) and/or the Royal Botanic Gardens and Domain Trust (RBGDT).

If you need help in filling out this form, contact the Public Information Access team on 02 9995 5266 or visit our web page: [Obtaining information under the *Government Information (Public* *Access) Act 2009*](http://www.environment.nsw.gov.au/whoweare/information.htm)

## Your details

|  |  |
| --- | --- |
| Surname: |   |
| Other names: |   |
| Organisation or person being represented: |   |
| Postal address: |   | Postcode |   |
| Daytime telephone: |   | Mobile |   |
| Email: |   |

[ ]  I agree to receive correspondence at the above email address.

[ ]  I agree to the release of my name to any other (third) parties OEH/RBGDT need to consult as part of my application.

## Information requested

Are you seeking information held by:

OEH? [ ]  **Yes /** [ ]  **No**
RBGDT? [ ]  **Yes /** [ ]  **No**
Both? [ ]  **Yes /** [ ]  **No**
Are you seeking personal information? [ ]  **Yes /** [ ]  **No**

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.

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| Information to cover the period from: |   | to: |   |

## 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.

## Form of access

We will provide you with a copy of the information released. If there is a large amount of information, it will be provided on a USB.

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| Please advise if you require access in another format |   |

## Application fee and lodgement

Post your application and the $30 application fee by cheque or money order (**no cash**) made to the Office of Environment and Heritage) and post to:

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

Inquiries by telephone: 02 9995 5266

The application fee may also be paid in person by cash, credit card, eftpos, cheque or money order at Level 14, 59–61 Goulburn Street, Sydney, NSW 2000.

## Disclosure log

Details of information which is released and would be of public interest may be recorded in a disclosure log on the [Disclosure log](http://www.environment.nsw.gov.au/whoweare/disclosurelog.htm) page.

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

[ ]  I object [ ]  I do not object

## Discount in processing charges

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 of the processing charges.

If a discount is given, the $30 application fee will pay for the first two hours of processing, not just the first hour.

If you are applying for your personal information, the first 20 hours of processing will be free of charge.

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

[ ]  Financial hardship – please attach supporting documentation (such as a copy of a pensioner concession card; otherwise provide an explanation with proof showing how much money you receive each week or relevant financial statements).

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[ ]  Not-for-profit organisation – please attach supporting documentation.

[ ]  Full-time student – please attach supporting documentation.

[ ]  Special benefit to the public – please specify:

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| --- | --- | --- | --- |
| Applicant’s signature: |  | Date: |   |

**Privacy notice:** The information provided on this application form is being obtained for the purpose of processing your GIPA application. Providing this information is required by law. It will be stored securely. If you do not provide all or any of this information it could prevent or delay the processing of your application.

Office of Environment and Heritage, 59 Goulburn Street, Sydney South NSW 2000. Phone: 1300 361 967;
email: info@environment.nsw.gov.au; Website: www.environment.nsw.gov.au. OEH 2018/0392; July 2018.