# Formal application for information access

Use this form to make a formal information access application to the NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) under the *Government Information (Public Access) Act 2009* (GIPA Act). Please contact the Information Access and Privacy Unit on 02 8275 1095 if you need help completing this form.

## Applicant details

Title: For example, Mr, Ms or Dr

Given name: Your given name here

Family name: Your family name here

Company/organisation: Company name or organisation name

Phone number:

Postal address: Your postal address

Email address: Your email address

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

## Proof of identity

Are you seeking access to your own personal information? [ ]  Yes | [ ]  No

If you answered **yes**, we will ask you to prove your identity. Please do not send any identity documents by email.

## Government information

Please describe the information you are seeking in enough detail for us to identify it. If your application includes the words ‘any and all’, ‘and/or’ and ‘including but not limited to’, we may write to you to clarify your request.

Describe the information you seek

## Third-party consultation

If the information you seek concerns a third party, then we must undertake consultation with all relevant parties. To decide if they have concerns, third parties may find it helpful to know who the applicant is.

Do you object to the department telling third party/parties who you are?

[ ]  Yes, I object

[ ]  No, I do not object and I give permission for the department to give my name to the third party/parties

## Disclosure log

If the information is released to you and would be of interest to other members of the public, we may record the following details in our disclosure log:

1. the date on which your application was decided
2. a brief description of the information that was released
3. how that information can be accessed by members of the public.

Do you object to this? [ ]  Yes | [ ]  No

If you object, please give your reasons: Please give your reasons for objecting

## Application fee

The application fee is **$30**. You can send a **cheque** or **money order** via post with your application made out to ‘NSW Department of Climate Change, Energy, the Environment and Water’. Do not send cash.

You can also pay and apply through the [online form for information access](https://www.environment.nsw.gov.au/gipaapp/accessapplication) (https://www.environment.nsw.gov.au/gipaapp/accessapplication).

## Processing charges

You may be asked to pay additional fees of $30 an hour to process your application. You may be entitled to a 50% reduction in processing charges. If you wish to apply for a discount, please indicate the reason below. We will contact you if supporting documents are required.

[ ]  Financial hardship

[ ]  Special benefit to the public – please provide further explanation below.

Reason for discount

## Lodgement details

Post: Information Access and Privacy Unit
Department of Climate Change, Energy, the Environment and Water
Locked Bag 5022

Parramatta NSW 2124

Email: gipa.dcceew@environment.nsw.gov.au

Applications can also be lodged online via the [online form for information access](https://www.environment.nsw.gov.au/gipaapp/accessapplication)

Information from this form is collected for the purpose of processing a formal request for information access. Under the GIPA Act you must provide the name and address of the applicant and the description of the information you seek access to. Other information is provided voluntarily. If you do not provide the information voluntarily, we may not be able to process your application. Your details will be stored by the NSW Department of Climate Change, Energy, the Environment and Water in compliance with the *State Records Act 1998*. Personal information will be stored and managed in accordance with provisions under the *Privacy and Personal Information Protection Act 1998*. It will not be used for any other purpose and will not be given to any other third party except where required by law. You may access or correct your personal information by contacting gipa.dcceew@environment.nsw.gov.au