



## **Formal Application**

## **Government Information (Public Access) Act 2009**

You may use this form to apply for access to government information under the *Government Information (Public Access) Act 2009*. If you need help filling out this form, please contact us on (02) 4251 6111 or email gipa@ses.nsw.gov.au.

Details of applicant
Your full name:
Your postal address:
Telephone number: Email address:
☐ I agree to receive all correspondence by email
<b>Identification documents</b> <i>Note</i> : You can also access your own personal information using the 'Access to Own Personal Records Application Form'
When seeking access to your own personal information, an applicant must provide proof of identity. Please attach a certified copy of one of the following:
☐ Australian driver licence ☐ Current Australian passport ☐ Other photo identification
<b>Note:</b> Certified copy means that the original document has been verified and the copy has been signed and dated by an authorised person, for example a Justice of the Peace, Doctor, Nurse, Dentist, Pharmacist or Legal Practitioner.
Terms of your request
Consultation
We may be required to consult third parties before deciding your application. Please indicate whether you consent to release of the following information to any third parties. This information will assist any third party to understand why you are seeking their information:
Your name and/or company name □Yes □No
The reasons why you are making this application □Yes □No

Access to information
How do you wish to access the information?
☐ Be provided with a copy of the document/s ☐ Inspect the document/s
☐ Access in another way (please specify):
Disclosure log
If the information sought is released and would be of interest to other members of the public, details about your application (excluding your personal information) may be recorded in the disclosure log and published on our website.
Do you object to this? ☐ Yes ☐ No
Processing fee discount
You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:
☐ Financial hardship – please attach supporting documentation (eg a pension) AND/OR
☐ Special benefit to the public
Application fee
You are required to pay a \$30 application fee. Payment is being made as follows:
☐ Cheque / money order (payable to NSW State Emergency Service
☐ Electronic funds transfer: BSB: 032-001 - Account: 206007
Name: NSW SES Operating
Reference: GIPA – [insert surname here]
Where to send your form
Email: gipa@ses.nsw.gov.au
Post: NSW SES, PO Box 6126, Wollongong, NSW 2500
Privacy statement
The NSW State Emergency Service (NSW SES) is subject to the <i>Privacy and Personal Information Protection Act 1998</i> (PPIP Act) in respect of your personal information. Your personal information is being collected to process your application for information under the <i>Government Information (Public Access) Act 2009</i> . The provision of personal information is voluntary, however if you do not provide it we may not be able to process your application.
Otherwise, NSW SES will not disclose your personal information without your consent unless authorised by law. Your personal information will be held by NSW SES at 93-99 Burelli Street, Wollongong. You have the right to access and correct the information if you believe that it is incorrect.
Applicant's signature: Date://