

Government Information (Public Access) Act 2009 ACCESS APPLICATION



Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact Landcom's Right to Information Officer on 9841 8626 or visit our website at www.landcom.com.au

1. Your details

Surname: **Title:**

Other names:

Postal address: **Postcode:**

Contact Number: **Email:**

The questions below are optional and the information will only be used for the purposes of providing better service.

Place of birth: **Main language spoken:**

Do you have special needs or need assistance with this application:

I agree to receive correspondence at the above email address.

2. Proof of identity

When seeking access to personal information on your own behalf, an applicant must provide proof of identity in the form of a certified copy of any one of the following documents:

Australian driver's licence Current passport
with photograph, signature and current address

Other proof of signature and current address details

3. Government information

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

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not provide enough details about the information you are requesting, Landcom may not be able to identify it and may refuse to process your application without more details.

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5. Releasing your name during third party consultation

If the information sought is of a kind that would require consultation with a third party (as required under s54 of the GIPA Act), we may be asked to release your name to a third party

Do you object to this? Yes No (tick one)

6. Form of access

How do you wish to access the information?

- Inspect the document(s) A copy of the document(s)
 Access in another way (please specify).....

7. Application Fee

Please indicate how the \$30 GIPA access application fee will be paid:

Landcom’s PayID - select PayID as the payment method in your online banking platform or bank app, then enter finance@landcom.nsw.gov.au. Please ensure the displayed name is "Landcom" and include GIPA as the reference.

OR

EFT – please transfer the access application fee, using GIPA as the reference, to:

Account name: Landcom
 BSB: 012 370
 Account: 837016506

Please contact right2info@landcom.nsw.gov.au if an alternative method of payment is required.

8. 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 may be recorded in the agency’s ‘disclosure log’. This is published on the agency’s website.

Do you object to this? **Yes / No** (circle one)

9. Discount in processing charges

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges under s 65 or s66 of the GIPA Act. If you wish to apply for a discount, please indicate the reason:

Financial hardship – please attach supporting documentation (eg a pension or Centrelink card) (s65 of the GIPA Act).

AND / OR

Special benefit to the public (s66 of the GIPA Act) – please specify why below:

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This form can be submitted via email to right2info@landcom.nsw.gov.au or by post to: Right to Information Officer, Landcom, PO Box 237, Parramatta NSW 2124

Privacy Notice

Landcom is subject to the Privacy and Personal Information Protection Act 1998(NSW) in respect of your personal information which is being collected to process your application for information under the GIPA Act. You do not have to provide your personal information, but we may not be able to process your application if you do not provide it. For more information on how Landcom handles personal information, please see Landcom’s [Privacy Management Plan](#) or email privacy@landcom.nsw.gov.au.

If you would like more information about the GIPA Act or how to access government information, please contact Landcom’s Right to Information Officer on right2info@landcom.nsw.gov.au, call the NSW Information and Privacy Commission (IPC) on 1800 472 679 or visit the IPC’s website: www.ipc.nsw.gov.au