



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 us on 02 4904 2750 or admin@hccdc.nsw.gov.au or visit our website at www.hccdc.nsw.gov.au

1. Your details

Surname: _____ Title: _____
Other names: _____
Postal address: _____ Postcode: _____
Telephone: _____ Mobile: _____
Email: _____

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

Aboriginal or Torres Strait Islander: YES NO

Do you have special needs for assistance with this application:

I agree to receive correspondence at the above email address.

2. Proof of identity

Only required when an applicant is requesting information on their own behalf.

When seeking access to personal information, 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 with photograph, signature and current address
- Current Australian passport
- Other proof of signature and current address details

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3. Government information

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

Note: If you do not give enough details about the information, the HCCDC may refuse to process your application.

Are you seeking personal information? YES NO

If you have applied at any other time to another agency for substantially the same information, please provide the name of the other agency:

4. 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)

5. Application Fee and Discounts

I attach payment of the **\$30 application fee** by: CASH CHEQUE MONEY ORDER

Note: Please do NOT send cash by post.

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

- Financial hardship - please attach supporting documentation (e.g. a pension or Centrelink card)
- Special benefit to the public - please specify why below:

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6. 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, and can include:

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

Do you object to this? YES NO

Further information including grounds for objections can be found in Section 54 of the GIPA Act or on the [Information and Privacy Commission](#) website.

7. Third Party Consultation

Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or government agency, HCCDC may be required to consult with third parties before deciding your application.

The purpose of this consultation is for HCCDC to determine whether the third party has an objection to disclosure of some or all of the information being requested. Please indicate whether you consent to your identity as an applicant being disclosed to the involved third party.

I CONSENT I OBJECT

8. Signature

Applicant’s signature:

Date:

How to submit this application form

- Post to Hunter and Central Coast Development Corporation, PO Box 813, Newcastle NSW 2300
- Visit us at Level 5, 26 Honeysuckle Drive, Newcastle NSW
- Email us on info@hccdc.nsw.gov.au

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: www.oic.nsw.gov.au

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