



## 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 the Manager Corporate Governance on (02) 9689 4444 or visit our website at [www.alc.org.au](http://www.alc.org.au).

### 1. Your details

**Surname:** ..... **Title:** Mr / Mrs/ Ms

**Other names:** .....

**Postal address:** ..... **Postcode:** .....

**Day-time telephone:** ..... **Facsimile:** .....

**Email:** .....

I agree to receive correspondence at the above email address.

### 2. 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 agency may refuse to process your application.

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

**Please note:** If you are seeking information relating to your personal affairs, we need proof of your identity. When you seek documents that concern another person's personal affairs, you are required to submit proof of identity as well as an authority letter from that person indicating they consent to the release of personal information concerning them to you. We also need consent from a client being represented by a solicitor.

**3. 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) .....
- .....

**4. Application Fee**

I attach payment of the **\$30 application fee** by cash / cheque / money order (circle one).

(Note: please do NOT send cash by post)

**5. 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)

**6. Discount in processing charges**

If you are given access to the information sought, 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 (eg a pension or Centrelink card).

**AND / OR**

- Special benefit to the public – please specify why below:  
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*General information about the GIPA Act is available by calling the Information and Privacy Commission on freecall 1800 472 679 or at its website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)*

**Office use only**

Date application received: .....

File reference: .....

**7. Consent**

The GIPA Act requires an agency to consult with third parties when considering the potential release of information about the other person’s personal or other affairs. If we are required to consult other people about your application, we may need your consent to tell that person that you are the applicant. Please indicate below if you consent to your identity as an applicant being disclosed:

- Yes, I consent to my identity as an applicant under GIPA Act being disclosed
- No, I do not consent to my identity as an applicant under the GIPA Act being disclosed

Applicant’s signature: .....

Date: .....

Please post this form or lodge it at:

Ground Floor, 33 Argyle Street  
Parramatta NSW 2150

or

PO Box 1125  
Parramatta NSW 2124

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