

# Access application

Please complete this form to apply for formal access to information held by the Environment Protection Authority (EPA) under the *Government Information (Public Access) Act 2009* (GIPA Act).

If you need help in filling out this form, please contact a Governance Officer on (02) 9995 6497 or 9995 6099, or email [gipa.privacy@epa.nsw.gov.au](mailto:gipa.privacy@epa.nsw.gov.au). You can also visit our webpage about [obtaining information under GIPA](#).

## Your details

**Title**

**Given name(s)**

**Surname**

**Organisation/person  
being represented**

**Postal address\***

**Postcode**

**Email\***

I agree to receive correspondence at this email address.

\* You must provide a postal address, email address or both.

**Phone number**

I agree to the release of my name/organisation/client to any other (third) parties the EPA needs to consult as part of my application.

## Information requested

Are you seeking personal information?

Yes

No

Please describe the information you would like to access in enough detail to allow us to identify it. You may attach additional pages. If you do not give enough details, we may be unable to process your application.

Information to cover the period from \_\_\_\_\_ to \_\_\_\_\_.

Have you at any time applied to another agency for substantially the same information?

Yes

No

If yes, which agency?

## Proof of identity

This is required **only** if you are requesting your personal information.

When seeking access to your personal information, you must provide proof of identity in the form of a certified copy (e.g. by a Justice of the Peace or a practising solicitor) of any one of the following documents:

current Australian driver's licence (showing photograph, signature and current address)

current Australian passport

other proof of signature, photograph and current address.

## Form of access

We will normally provide you with a copy of the information by email or email link. Please advise if you require access in another format.

## Application fee

The \$30 application fee can be paid by credit card, cheque or money order. The cheque or money order should be made out to the NSW Environment Protection Authority. Credit card payments can be made over the phone by calling the Environment Line on 131 555 (if in NSW) or (02) 9995 5555.

No fee is payable for a deemed refusal.

## Postal address

Governance Officer  
Governance, Risk and Planning  
Environment Protection Authority  
Locked Bag 5022  
Parramatta NSW 2124

## Enquiries

Ph: (02) 9995 6497 or 9995 6099

<mailto:gipa.privacy@epa.nsw.gov.au>

## Disclosure log

Details of information which is released and which would be of public interest may be recorded in the EPA's [disclosure log](#). The released information may be accessed by any member of the public.

If you object to this, you will be asked to supply reasons before your application is finalised.

I object.

I do not object.

## Discount in processing charges

You may be asked to pay a charge for processing the application (\$30 per hour after the first hour). Some applicants may be entitled to a 50% reduction in the processing charges. If a discount is given, the \$30 application fee will pay for the first two hours of processing, not just the first hour. If you are applying for your personal information, the first 20 hours of processing will be free of charge.

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

Financial hardship – **please attach supporting documentation** such as a copy of a current pensioner concession card, otherwise provide an explanation in the space provided below with proof of how much money you receive each week, or relevant financial statements.

Not-for-profit organisation – please attach supporting documentation.

Full-time student – please attach supporting information.

Special benefit to the public generally – please explain below why you think the requested information is of interest or benefit to other members of the public and not just yourself. You may wish to refer to the [Information Access Guideline 2 – Discounting Charges](#) on the [Information and Privacy Commission website](#).

Applicant’s signature (please upload)

Date

**Privacy notice:** The information provided on this application form is being obtained for the purpose of processing your GIPA application. Providing your personal information is required by law (section 41 of the GIPA Act) and to confirm your identity if seeking access to your personal information. It will be stored securely. If you do not provide all or any of this information, it could prevent or delay the processing of your application. You can access and/or amend your personal information at any time. Contact a Governance Officer (details on page 2).

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**NSW Environment Protection Authority**

Email: [info@epa.nsw.gov.au](mailto:info@epa.nsw.gov.au)

Website: [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)

EPA 2020P2234

Updated October 2020

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