

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 qipa.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*	

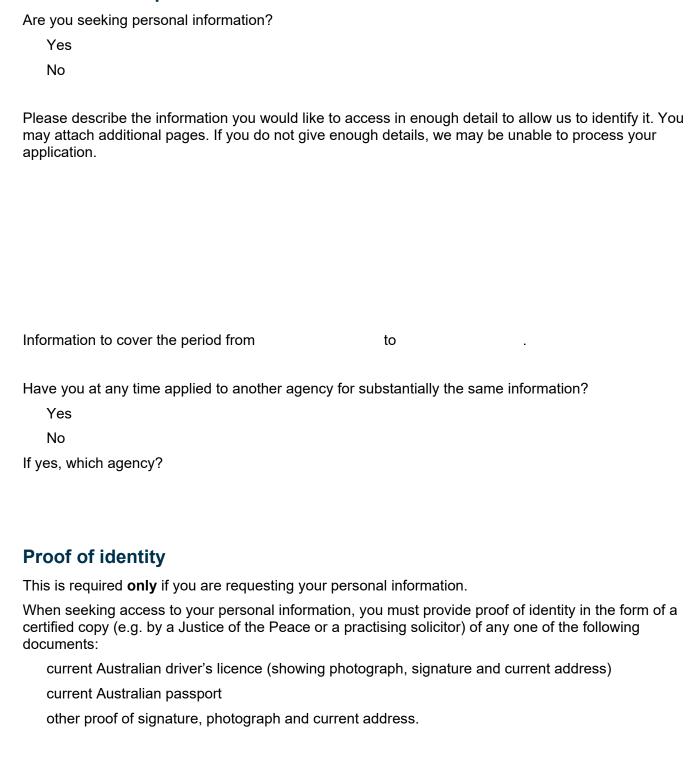
I agree to receive correspondence at this email address.

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



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 <u>Information Access Guideline 2 – Discounting Charges</u> on the <u>Information and Privacy Commission website</u> .
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).

NSW Environment Protection Authority

Email: info@epa.nsw.gov.au
Website: www.epa.nsw.gov.au

EPA 2020P2234 Updated October 2020

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