



# ACCESS APPLICATION FORM

Government Information (Public Access) Act 2009

## APPLICANT DETAILS

Title	First name	Surname
Company name		ABN
Postal address	State	Postcode
Contact no		
Email address		

I agree to receive all correspondence related to this application at the above email address  Yes  No

## PROOF OF IDENTITY

If you are seeking access to personal information (including your own), please **attach** a certified copy of one of the following to your application.

- Australian Drivers Licence       Australian Passport       Letter of Authority (if acting on behalf of someone else)
- Government issued ID card       Other. Please specify

## APPLICATION FEE

The application fee is \$30. This fee must be paid to successfully lodge an application.

- EFT Transfer**      **Bank Account:** Fire and Rescue NSW Operating Account  
**BSB:** 032 001      **Account number:** 205223  
If paying by EFT you **must** include your last name and "GIPA" in the payment reference field, and attach proof of payment to this application form
- Cheque / Money Order**      Cheques/Money orders are to be made payable to **Fire and Rescue NSW**
- Cash**      Cash can only be paid in person at **Headquarters, 1 Amarina Ave, Greenacre NSW 2190**

## GOVERNMENT INFORMATION

Please describe in detail the information you would like to access to allow the record(s) to be identified. If you do not provide sufficient information your application may be deemed invalid, or we may not be able to find the information you are seeking. Attach to this application any relevant documents if there is not enough space.

Date range (if applicable)	From	To
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## FORM OF ACCESS

How do you wish to access the information?

- A copy of the document(s)**       **Inspect the document(s)**       **Data on a spreadsheet**  
 **Other. Please specify**

## PROCESSING CHARGES

You may be asked to pay a charge for processing the application (\$30 per hour).

Some applicants may be entitled to a 50% reduction of processing charges on the grounds of personal hardship or because the information sought is of special interest to the public. If you wish to apply for a discount on the processing charges, please indicate the reason:

- Financial hardship.** Please attach supporting documentation e.g. Health Card, Pension or Centrelink card  
 **Special benefit to the public.** Please specify why:

## CONSULTATION

The agency may be required to consult with third parties before deciding the application. For the purposes of consultation, please indicate if the agency can disclose the following information about you to third parties:

- Your name and/or company name**       **Yes**       **No**  
**Your reason for making this application**       **Yes**       **No**

## 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 (excluding your personal information) may be recorded in the agency's 'disclosure log'. This is published on the agency's website.

- Do you object to information released being included in the Disclosure Log?**       **Yes**       **No**

**If you do object, please specify why:**

## PRIVACY STATEMENT

Fire and Rescue NSW is subject to the [Privacy and Personal Information Protection Act 1998](#) and the [Health Records and Information Privacy Act 2002](#).

Your personal information is being collected to process your application for information pursuant to Part 4, Division 1 of the [Government Information \(Public Access\) Act 2009](#). The provision of personal information is voluntary, however if you do not provide it we may not be able to process your application. Fire and Rescue NSW may use your personal information for the purposes of processing your application within the agency. Fire and Rescue NSW will not disclose your personal information without your consent unless authorised by law. Your personal information will be held by Fire and Rescue NSW.

Generally you have the right to access and correct the information if you believe that it is incorrect. If you wish to do so, please contact the Privacy Officer by email at [governance.legal@fire.nsw.gov.au](mailto:governance.legal@fire.nsw.gov.au) or call (02) 9269 6447.

**Signature**

**Date**

*Applications can be lodged using the following methods:*

**Post by mail**

**Deliver in person**

**Email**

Fire and Rescue NSW  
Locked Bag 12  
GREENACRE NSW 2190

Fire and Rescue NSW Headquarters  
1 Amarina Ave  
GREENACRE NSW 2190

[GIPA@fire.nsw.gov.au](mailto:GIPA@fire.nsw.gov.au)

GIPA Access Application Form

Date of Effect: 1 August 2018

**FIRE AND RESCUE NSW**

ABN 12 593 473 110

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

Governance and Legal Office

1 Amarina Ave,  
Greenacre NSW 2190

T (02) 9269 6447

[GIPA@fire.nsw.gov.au](mailto:GIPA@fire.nsw.gov.au)

**Sensitive**

Page 2 of 2

