



New South Wales Government
Independent Planning Commission

ACCESS TO INFORMATION

REQUEST FORM

UNDER THE GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT (2009)

APPLICANT DETAILS

Surname: _____ First Name: _____ Title: _____

Australian Postal Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone Number(s): _____

Email: _____ Fax: _____

ARE YOU SEEKING PERSONAL INFORMATION? YES / NO

You may need to provide proof of identity.

Please describe information requested in detail, to help us identify the document. If you do not provide enough detail, we may refuse to process this application.

FORM OF ACCESS

Please tick your preferred access of information.

- Inspect the document(s) at the Commission Office Require a copy of the document(s)
 Access another way (please specify): _____

FEES AND CHARGES

There is a \$30 fee for lodged applications. Cheque and money orders are to be made payable to the **Department of Planning and Environment**. *Please do not send cash by post.*

Our processing charge is \$30 per hour. Some applicants may be entitled to a 50% reduction. If you'd like to apply for a discount, please select a reason.

- Financial Hardship
Please attach supporting documents (e.g. Pension or Centrelink card)

AND/OR

- Special Benefit to the Public
Please specify reasons and/or provide supporting documents

THIRD PARTY CONSULTATIONS

If the information you're seeking contains details about a third party, we may need to consult with them to assess concerns on information disclosure. When deciding, third parties often find it helpful to know who the applicant is.

Do you object to the Commission releasing your identity to a third party? Yes / No

Applicant's Signature: _____ **Date:** _____

Please post or lodge this form and the application fee, to:

Director, Commission Secretariat
Independent Planning Commission NSW
Level 3, 201 Elizabeth Street
Sydney, NSW 2000

Last updated: 1 March 2018

Due for review: 1 March 2019