

Government Information (Public Access) Act 2009

Formal access to information application form

Please complete this form to apply for formal access to government information held by the Crown Solicitor's Office under the *Government Information (Public Access) Act 2009* (GIPA Act).

For general information about the GIPA Act, contact the Information and Privacy Commissioner: telephone 1800 472 679 or visit www.ipc.nsw.gov.au.

How to submit your form

Post your completed form to:

Right to Information Officer, Crown Solicitor's Office
GPO Box 25
SYDNEY NSW 2001

Or email your completed form to crownsol@csso.nsw.gov.au. Include 'Attn Right to Information Officer' in the email subject line.

Where to get help with your form

If you need help in filling out this form, please telephone the Right to Information Officer at the Crown Solicitor's Office on 02 9474 9000 or email to crownsol@csso.nsw.gov.au.

The Information and Privacy Commission has a [checklist and tips](#) for preparing your application.

Access application form

Your details

Given name:

Family name:

Postal address:

Day-time telephone number/mobile number:

Email address:

I agree that the Crown Solicitor's Office may contact me to discuss this GIPA application by email and/or phone.

Office use only
Date application received:
File reference:

Government information

Please describe the information you would like to access.

Your application is only valid if you provide enough details to enable the Crown Solicitor's Office to identify the information you are seeking.

Have you applied, at any time, to another agency for similar information?

- ☐ No
- ☐ Yes – please provide the name of the agency:

Personal information

Are you seeking access to personal information?

- ☐ Yes – I understand that the Crown Solicitor's Office may ask for proof of identity if my request is for personal information
- ☐ No

Proof of identity

This is required if you are requesting information on your own behalf.

When seeking access to personal information, the applicant must provide proof of identity in the form of a **certified copy** of any one of the following documents.

I have attached (please select 1):

- ☐ Australian driver's licence with photograph, signature and current address
- ☐ Current Australian passport
- ☐ Other proof of signature and current address details
- ☐ Not applicable

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):

Application fee

If your application is determined to be valid, you will be charged an application fee of **\$30**. Additional processing fees may be charged, depending on type of request.

An invoice will be issued by our Office and sent to the email or postal address provided in this application.

If your application is determined to be invalid, you will not be charged the application fee.

Third party consultation

Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or government agency, the Crown Solicitor's Office may be required to consult with third parties before deciding your application.

The purpose of this consultation is for the Crown Solicitor's Office to determine whether the third party has an objection to disclosure of some or all of the information being requested.

Do you consent to your identity being disclosed to any third parties identified?

- ☐ Yes
- ☐ No

Disclosure log

If the information you have requested is released to you and would be of interest to other members of the public, details about your application may be recorded in the Crown Solicitor's Office disclosure log. This is published on the Crown Solicitor's Office website.

Do you object to this?

- ☐ Yes
- ☐ No

If you object to this, we must first decide if you are entitled to object and, if so, if the objection outweighs the general public interest in including this information in the disclosure log.

Grounds for objection

You can only object to the inclusion of information in an agency's disclosure log for one or more of the following grounds:

- The information includes personal information about you (or a deceased person for whom you are the personal representative).
- The information concerns your business, commercial, professional or financial interests.
- The information concerns your business research that has been, or is being, or is intended to be, carried out by or on your behalf.

- The information concerns the affairs of a government of the Commonwealth or another State (and you are entitled to act on behalf of that government agency).

Note: if the Crown Solicitor's Office decides to include information in its disclosure log despite your objection, you can seek a review of this decision.

Processing charges

You may be asked to pay an additional charge for processing the application (\$30 /hour).

Some applicants may be entitled to a 50% reduction in this processing charge.

To apply for a discount, please indicate the reason:

Financial hardship – please attach supporting documentation (e.g. a pension or Centrelink card)

Special benefit to the public – please specify:

Note: the processing charge cannot be discounted by more than 50%, even if both reasons are relevant.

Signature

Applicant's signature:

Date: