

You can apply online at <https://www.transport.nsw.gov.au/about-us/access-to-information/access-application> or alternatively use this form if you wish to apply for access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help filling out this form, contact the Information Officer by email accessapplications@transport.nsw.gov.au

Applicant details

Title:	Given names:	Surname:
Company name:		
Postal address:		
		State:
		Postcode:
Email address:		Daytime phone number:
<input type="checkbox"/> I prefer to receive correspondence at the above email address		

Identification documents

When seeking access to your own personal information, we will need to establish your identity before providing you with any information. If this applies to you, and you are not lodging the form in person where your identity will be verified, please attach a certified* copy of one of the following:

- Australian driver licence
 Current Australian passport
 Other photo identification

If you are completing this form on behalf of someone else, please attach evidence of your authorisation to do so.

*Certified means that the document has been verified, signed and dated by an authorised person (JP, doctor, teacher, pharmacist, legal practitioner, Postmaster Australia Post).

Transport agency from which you are seeking information

Transport for NSW centrally administers all information requests made to the transport agencies listed below. If you require information from a particular agency, please choose from the agencies below. Otherwise please leave blank. The GIPA Act requires payment of a \$30 application fee. **If you tick multiple boxes below you are making separate applications to each agency, which each require a \$30 fee.**

- Transport for NSW
 Sydney Trains
 State Transit Authority
 Sydney Metro
 NSW Trains
 Point-to-Point

Terms of your request

Please describe the information you would like to access.

NOTE: Please be as precise as possible. If you do not give enough detail about the information you are looking for we may not be able to find it. You can only apply for access to information that is already held by the agency. Attach to this form any additional information that you feel will support your claim for access to the documents/information.

Additional information

An applicant is required to inform the agency if they have previously sought substantially the same information from another agency

Have you, at any time, applied for similar information from another agency? Yes No

If YES, which agency

An agency may refuse to deal with an access application if the agency reasonably believes the applicant, or a person acting in concert with the applicant, is:

- (i) a party to current proceedings before a court, and
- (ii) able to apply to that court for the information

I confirm that no such proceedings are on foot with respect to the information requested in this application

Application fee

I attach payment of the **\$30 application fee** by: *(select one)*

- Cheque (enclose a cheque made payable to **Transport for NSW**)
- Money order (enclose a money order made payable to **Transport for NSW**)

There may be additional processing charges in relation to your application – we will notify you if this is required.
Please do **NOT** send **cash** through the post.

If paying by credit card please apply online using the link on page 1.

Applicant's signature:

Date: / /
 day month year

Access to information

How do you wish to access the information?

- Inspect the document/s Be provided with a copy of the document/s
- Access in another way (please specify): _____
- If possible, I wish to receive information by email at the above email address

Processing fee discount

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

- Financial hardship - please attach supporting documentation (eg a pension or Centrelink card) AND / OR
- Special benefit to the public.

Consultation

The Agency may be required to consult with third parties before deciding your application. If the information you are seeking contains information about another person, business or government agency, we are required by law to ask whether they have an objection to the disclosure of their information. For the purposes of such consultation, please indicate in the boxes below whether you consent to the release of the following information to any 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 this? Yes No

Where to send your application

Mail to:
Information Access Unit
Transport for NSW
PO Box K659
Haymarket NSW 1240

Privacy notice

Transport for NSW and the Transport agencies are subject to the *Privacy and Personal Information Protection Act 1998* in respect of your personal information. Your personal information is being collected to process your application for information under 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. Transport for NSW and the Transport agencies may use and disclose your personal information for the purposes of processing your application. Otherwise, we will not disclose your personal information without your consent unless authorised or required by law. Your personal information will be held by Transport for NSW at 7 Harvest St, Macquarie Park NSW, which is where all applications are initially received. If your application is for information held by one of the Transport agencies, it will also be held by the relevant agency at: • NSW Trains at 470 Pitt Street, Sydney NSW • Sydney Trains at Level 21, 477 Pitt Street, Sydney, NSW • State Transit Authority at Level 4, 15 Bourke Road, Mascot, NSW • Sydney Metro at Level 43, 680 George Street, Sydney NSW 2000 • Point to Point at 241 O'Riordan Street, Mascot NSW 2020. 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 email privacy@transport.nsw.gov.au and we will provide you with the details of the relevant agency privacy officer.