

Request for Access under the Freedom of Information Act s.17 and s.35 or under the Privacy and Personal Information Protection Act s.14

Details of Applicant

Surname:..... Given Names:.....
 Australian Postal Address:..... Postcode:.....
 Telephone Number (s).....(h)(w)

Request Made Under

One of the options below **must** be nominated for the application to be accepted. See attached Information Sheet for details.

- Freedom of Information (FOI) Act (must be chosen if the information requested is not personal)
- Privacy and Personal Information Protection (PIIP) Act

Details of Request for Information held by the Department of Lands

I request access to document(s) concerning matters, which are:

Place a tick in the appropriate box Personal
 Non Personal

These documents are:.....

Form of Access

I wish to inspect the document(s) Yes No Place a tick in the appropriate box
 I require a copy of the document(s) Yes No
 I require access in another form Yes No

(specify)..... (see back of form)

Fee and Charges

Personal Information: \$30 application fee which covers up to 20 hours processing charges
 Non-Personal Information: \$30 application fee plus \$30 processing charges per hour

I understand that I may have to pay additional charges in respect of this request and that I will be supplied with a statement of such charges is appropriate.

Note: In certain cases a 50% reduction in fees and charges may apply – see the section on fees and charges on the back of this form.

If you consider you are entitled to a reduction, submit supporting documents with this form.

I am requesting a reduction in fees and charges Yes No Place a tick in the appropriate box

Address for Applications

Send applications to: Freedom of Information Coordinator
 Department of Lands
 1 Prince Albert Road
 Queens Square
 SYDNEY NSW 2000

Applicant's Signature:..... Date:/...../.....

(Lands Use Only)

Received at: Date:/...../.....

Acknowledgment sent on:...../...../.....

FOI Reference No.

<p>Receipt Details</p> <p>Receipt No.</p> <p>Amount Received \$ Date:/...../.....</p>

Requests for Access to Department of Lands Documents

- If you request information that is:
 - personal information that is not normally accessible, and/or
 - not personal information

The Lands FOI/Privacy Acts **Request for Access** form should be used.

Applicants lodging this form can nominate whether they are seeking access under the FOI Act, the Privacy Act or whichever of the two Acts is more suitable.

- Applicants must provide sufficient information to enable the correct document/s to be identified.
- If you are seeking documents relating to your personal affairs the Department may request proof of your identity.
- If you are seeking documents on behalf of another person relating to their personal affairs, the Department may ask you to submit a consent form signed by that person.
- The FOI Act provides that an FOI application must be dealt with within 21 days after it is received, subject to the need for consultation. The Department will also deal with requests for access under the PPIP Act within the same timeframe.
- The Department, on receiving a Privacy or FOI application, may assist the applicant by directing the application to another agency if considered appropriate.
- Sections 22, 25 & 26 of the Freedom of Information Act explain the circumstances under which an agency may refuse or defer access to information.

Forms of Access

- inspection of document
- copy of document
- audio and visual
- transcript of recorded document
- transcript of words recorded in shorthand or encoded form

Where the Department is unable to grant access in the form requested, you may be given access in a different form.

FOI and Privacy Fee/charges

Nature of Application	Application Fee	Processing Charge
Access to records	\$30 *	\$30 / hour after first 20 hours *
▪ personal requests		
Access to records	\$30 *	\$30 / hour *
▪ other requests		
Amendment of records #	nil	nil
Review of Determination/Conduct (other circumstances)	FOI - \$40 * Privacy - nil	nil

* A 50% reduction will be granted to the holder of a Pensioner Health Benefit Card (or persons with equivalent income) and to persons under the age of 18 years and to a non-profit organisation demonstrating financial hardship or where a demonstrated public interest is involved. Where significant correction of personal records results from an FOI/Privacy request and where the error was not due to the person's fault, a 100% reduction will be granted.

* No GST is payable on FOI fees. GST is payable on Privacy fees.

Where amendment of the Public Register is sought please refer to Request form (11R).

For Further Information

The Freedom of Information and the Privacy and Personal Information Protection Acts are available from the NSW Government Information Centre telephone 9743 7200. FOI publications are available from the Department of Lands Freedom of Information Coordinator on telephone 9236 7603. Privacy publications are available from Privacy NSW, by phone 9268 5588, fax 9268 5501 or by email privacy_nsw@agd.nsw.gov.au