



## Government Information (Public Access) Act 2009 Access Application Form

Please complete this form to apply for formal access to information held by Harness Racing NSW under the *Government Information (Public Access) Act 2009*.

### Your details

Name (Family Name, Given Name):  Title:

Previous Names:

Company Name:

Postal address:

State:  Postcode:

Preferred Contact Number:  Email:

I agree to receive correspondence at the above email address **YES / NO**

### Proof of identity

Only required when an applicant is requesting information on their own behalf.

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

- > Australian driver's license (with photograph, signature and current address)
- > Current Australian passport
- > Other proof of signature and current address details

\* Certified means that your proof of identify must be verified (i.e. signed and dated) by an authorised person (Justice of the Peace, doctor, teacher, pharmacist, legal practitioner, Postmaster – Australia Post).

## Application fee and processing charges

I attach payment of the \$30 application fee by:

- Cheque (Enclose a cheque made payable to Harness Racing NSW)
- Money order (Enclose a money order made payable to Harness Racing NSW)

I understand that I may be asked to pay additional processing charges. Processing charges can also be imposed at the rate of \$30 per hour. In some circumstances an advance processing fee may be required. We will let you know in writing if that applies to your application. In certain circumstances a 50% discount is available for processing charges.

I wish to apply for a 50% discount of processing charges fee due to:

- Financial Hardship
- Special public interest/Other

Please provide further particulars if applying for the 50% discount

**Note:** Please do NOT send cash through the post.

## Government information

Are you seeking personal information? **YES / NO**

Please describe in detail the information you would like to access to allow the record(s) to be identified.

**Note:** Your request does not have to be in any particular form. For example, you could ask a question or you could ask for particular documents. However, your application is not valid until you provide enough details to enable Harness Racing NSW to identify the information you are seeking. You can only apply for access to information that is contained in records that are currently held by Harness Racing NSW. Harness Racing NSW cannot be required to create a new document in order to respond to your application but may, if it is more administratively convenient, decide to do so (e.g. create a summary document rather than to copy all of the source documents). You should supply any additional information that you feel will support your claim for access to the information you are seeking

## 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) \_\_\_\_\_

## Consultation

Harness Racing NSW may be required to consult with third parties before deciding your application.

Please circle YES or NO below whether you consent to the release of the following information to any third parties. This information will assist any third party to understand why you are seeking the information.

Your name and/or company name? **YES / NO**

The reasons why you are making this application? **YES / NO**

Do you agree to the third party obtaining your telephone number/email to contact you personally? **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 Harness Racing NSW's disclosure log. This is published on Harness Racing NSW Website

Do you object to this? **YES / NO**

**Note:** You will be contacted and given a further chance to object before the document(s)/information is placed on the disclosure log.

## Privacy statement

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*. Harness Racing NSW may use your personal information for the purposes of processing your application within the agency.

Harness Racing NSW is required to collect personal information directly from the individual unless the individual has authorised collection of the information from someone else. Harness Racing NSW will not disclose your personal information without your consent unless authorised by law.

Your personal information will be held by Harness Racing NSW at 22 Meredith Street, Bankstown NSW 2200. You have the right to access and correct the information if you believe that it is incorrect.

Applicant's signature:  Date:

## Lodgement of application

Your application can be lodged by sending this completed form, together with any supporting documentation and your application fee (cheque or money order), to:

Harness Racing NSW  
Attention: GIPA Information Officer,  
22 Meredith Street  
Bankstown NSW 2200