

Access Application Form - Informal

Government Information (Public Access) Act 2009



Please complete this form to access government information under mandatory (open access), personal information or informal release in accordance with the *Government Information (Public Access) Act 2009 (GIPA Act)*.
If you require assistance in filling out this application form, or are unsure whether to apply informally or formally, please contact Sydney Water's GIPA Team by calling (02) 8849 6834 or email GIPA@sydneywater.com.au.

YOUR DETAILS

Title:	First name:	Surname:
Organisation name:		
Name of person or party on whose behalf you are acting (if applicable):		
Postal address:		
	State:	Postcode
Email address:	Mobile Number:	
<input type="checkbox"/> I prefer to receive correspondence at the above email address		

PROOF OF IDENTITY

If you are 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, 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.

INFORMATION REQUESTED

Please provide sufficient details in the box below of the information held by Sydney Water that you would like to access.

What is the date range for the information you are requesting? (e.g. between x and x date or after x date)	
Specify the documents requested e.g. emails, letters, reports (final versions of letters, reports etc.) e.g. the type of document may be emails, letters, reports (final versions)	
Are you requesting access to your personal information only?	<input type="checkbox"/> Yes <input type="checkbox"/> No

LEGAL PROCEEDINGS

We may refuse to deal with an access application if we believe the applicant, or a person acting in concert with the applicant, is a party to a current or pending legal proceedings before a court and/or 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.

PRIVACY COLLECTION NOTICE

Sydney Water is collecting your personal information to process your application for information pursuant to Part 2, Division 1 of the GIPA Act.

The provision of personal information is voluntary, however if you do not provide it, we may not be able to process your application. Your information will be held and used by Sydney Water for the purpose of contacting you and processing your application. Sydney Water will not disclose your personal information without your consent, unless authorised by law to do so.

Sydney Water is required to collect personal information directly from you unless you have authorised collection of the information from your representative.

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@sydneywater.com.au. For further information refer to our [Privacy Policy](#).

Insert your digital signature below. Alternatively, print this form, sign and scan then send it via post or email.

Applicant's Signature:

Date

LODGMET DETAILS

Your application can be lodged by sending this completed form, together with any supporting documentation via the following methods:

- By Email to: GIPA@sydneywater.com.au – this is the recommended and preferred method.
- By Post to: Sydney Water, GIPA Officer, PO Box 399, PARRAMATTA NSW 2124