

# Government Information Public Access Application

Application made under the NSW Government Information (Public Access) Act 2009 ('GIPA Act')

Before submitting a formal application, please ensure you have read Essential Energy's [Publication Guide](#) as certain types of information may be released or published free of charge. The Publication Guide as well as mandatory and proactive release information is available on [Essential Energy's website](#).

Requests for information can be made by sending a written request to **The Right to Information Officer, Essential Energy PO Box 5730 Port Macquarie NSW 2444** or via email [gipa@essentialenergy.com.au](mailto:gipa@essentialenergy.com.au). Open access information will be provided free of charge, however if the request requires a formal application please submit this form (completed) along with payment of the application fee. If you wish to discuss your application contact Essential Energy on **13 23 91** and ask for the Right to Information Officer.

All sections marked with a \* are mandatory and must be completed or the application may be rejected.

## APPLICANT DETAILS

*DATE:					
*NAME:					
BUSINESS/AGENCY:					
*ADDRESS LINE 1:					
*SUBURB:		*STATE:		*POSTCODE:	
PHONE/MOBILE:		*EMAIL:			

## \*TYPE OF APPLICANT (Please select)

Legal Representative <input type="checkbox"/>	Private Sector: <input type="checkbox"/>	Media Representative: <input type="checkbox"/>
Member of Parliament: <input type="checkbox"/>	Member of Public: <input type="checkbox"/>	Other (Please specify): <input type="checkbox"/> _____

## APPLICATION FEE

The standard application fee for applications made under the 'GIPA Act' is \$30.00. Payment is to be made via electronic fund transfer BSB 012-100 Account 838298584. Please use "GIPA-" followed by your surname as the payment reference. Applications cannot be processed until the application fee is received. *NOTE: If unable to pay via electronic transfer, please contact us to discuss other payment options.*

## PROOF OF IDENTITY (Only required if applicant is requesting personal information on their own behalf)

Applicants seeking access to personal information must provide proof of identity in the form of a certified copy of one of the following documents. Certified documents (with original signatures) must be sent along with the application to The Right to Information Officer, Essential Energy PO Box 5730 Port Macquarie NSW 2444.

AUSTRALIAN DRIVERS LICENCE with photo, signature, and current address <input type="checkbox"/>	CURRENT AUSTRALIAN PASSPORT <input type="checkbox"/>	OTHER proof of signature and current address details (please specify below) <input type="checkbox"/>
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## \*PERSONAL INFORMATION

Are you seeking personal information?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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\*APPLICATION DETAILS (Please be as specific as possible. If you don't provide enough information, Essential Energy may refuse to process your application)

<b>Have you applied, at any time, to another agency for similar information?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, please state the name of the agency	

**DISCLOSURE LOG**

If the information sought is released to you and we consider it may be of interest to other members of the public, details about your application may be recorded in the Essential Energy 'disclosure log'. This is published on our website. If you object to this, we must first decide if you are entitled to object and if so, whether the objection outweighs the general public interest in including this information in the disclosure log.

<b>Do you object to publication of details of your application in Essential Energy's disclosure log?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Applicants signature.....

Date.....