

## 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 [Agency Information Guide](#) as certain types of information may be released or published free of charge. The Agency Information Guide, as well as mandatory and proactive release of information, is available on [Essential Energy's website](#).

Requests for information can be made in writing 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.

**Please Note:** GIPA applications should be a request for records and not general questions about the company or its operations.

### 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"/> _____

### FEES AND CHARGES

#### Application Fee

The application fee for an access application made under the 'GIPA Act' is \$30.00. Payment is to be made via electronic fund transfer to 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.

#### Processing Fees

Depending on the size and complexity of your application, a processing charge and an advance deposit may be required. Essential Energy will contact you if additional processing charges are to be applied to this application.

### PERSONAL INFORMATION

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 Drivers Licence <input type="checkbox"/>	Current Australian Passport <input type="checkbox"/>	Other Photo Identification <input type="checkbox"/>
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If you are seeking access to personal information on someone else's behalf, please attach evidence of your authorisation to do so.

### INFORMATION REQUESTED

Have you applied, at any time, to another agency or Essential Energy for similar information?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state the name of the agency or Essential Energy contact or reference details.
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Does the application relate to a particular matter/previous interaction that Essential Energy is aware of?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide a brief description and/or reference number (if known)
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Please describe the requested records in enough detail to allow us to identify them. If you do not provide enough details, or your request is unclear or unreasonably broad, Essential Energy may be unable to process your application until the correct information is provided.

Please provide a date range for the information you are requesting ( <i>if applicable</i> )	From _____ To _____
Specify the documents requested e.g. emails, letters, reports (final versions of letters, reports etc)	
Reason Information Requested (e.g. Advised by Essential Energy, research, insurer or law firm seeking information)	

**CONSULTATION**

Essential Energy may need to consult with third parties in order to process your application. Please advise whether you agree to the release of the following information to such third parties. This information may assist the third party to understand why you are seeking their information and speed up the process.

<b>Your name and/or company name</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>The reason why you are making this application</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please Note: While Essential Energy will not release your identity to another person/organisation without your express consent, third parties may be able to identify you based on the material provided during the consultation process.

**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 the details of your application being published in the Essential Energy's disclosure log?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**PRIVACY COLLECTION NOTICE**

The information provided on this application form is being obtained by law for the purpose of processing your GIPA application. It will be stored securely. If you do not provide all or any of this information it could prevent or delay the processing of your application. Your information will be held and used by Essential Energy for the purpose of contacting you and processing your application. Essential Energy will not otherwise disclose your personal information without your consent, unless authorised by law to do so. For further information refer to our [Privacy Policy](#).

Applicant's signature.....

Date.....