



Government Information (Public Access) Act 2009 APPLICATION FOR INFORMATION FORM

Hunter Water Corporation
Right to Information Officer
PO Box 5171
HRMC NSW 2310
36 Honeysuckle Drive
NEWCASTLE WEST NSW 2302

1300 657 657 (T)
(02) 4979 9468 (F)
gipa@hunterwater.com.au
hunterwater.com.au

ABN 46 228 513 446

Please read the following information carefully before proceeding with your application

If you need assistance please contact Hunter Water’s GIPA Officer before submitting this application form. The information you are seeking may already be available online, for purchase, or by request:

- Online** – a search of Hunter Water’s website may locate the information that you are seeking
- For purchase** – Hunter Water offers some documents for purchase (eg. Service Location Diagram)
- By request** – some information may be available upon request without a formal application

1. CONTACT DETAILS

You are required to supply your name and address for correspondence. If you are applying on behalf of another person please provide the details of the person to which the information relates in the Applicant’s Details.

Title (e.g. Mr, Mrs, Ms, Miss, Dr)

Given Name/s

Family Name

Organisation / Company Name

Postal / Contact Details

Postal Address (where information will be sent unless you specify otherwise):	
Phone:	Mobile:
Email:	Fax:

2. APPLICANT’S DETAILS

Sufficient information is required to enable the correct document/s to be identified. In addition, please advise why you would like to look at this information as it will assist in identifying the information you require. Hunter Water is obliged to consider the Public Interest when determining the release / non-release of document(s).

Are you seeking access to information on someone’s behalf?

No

Yes →

Given Names

Family Name

Please attach proof of your authorisation to act on the person’s behalf, such as a legal documentation in support of your authority (a client agreement, insurance policy document) or written authorisation from the person concerned.



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Do you have any special needs for assistance with this application?

3. SUBJECT DETAILS

Provide specific and detailed information about what you are seeking as this will help us process your application. If insufficient details are provided we may refuse to process your application.

3.1 The subject matter of the information you are seeking:

Provide details below if the information you are seeking relates to a particular property.

3.1.1 Street address

3.1.2 Time period / date range you would like us to search within (e.g. August 2012 – June 2014)

3.1.3 Reason Information Requested



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3.1.3 **Third Party Consultation** – Hunter Water may need to consult with other parties about the release of information that you have requested. Do you object to your name only being released to these parties?

No, I have no objection to the release of my name only.

Yes, I object to the release of my name.

4 FEES AND CHARGES

Application Fee for Formal Access Application: \$30.00

I have attached payment of the fee by cash / cheque / money order (please circle one).

Processing of a formal access application will not take place until the relevant fee has been received.

Additional fees for processing and copying may apply. Processing fees for GIPA access applications are charged at a rate of \$30.00 per hour. An advance deposit may be required to be paid for any application that involves more than ten (10) hours processing time.

A 50% discount in processing charges may be applicable if either of the following applies:

Financial hardship – please attach supporting documentation (e.g. Centrelink card)

AND / OR

Special benefit to the public – please specify why below:

5 EVIDENCE OF IDENTITY

To process your application we require evidence of your identity. Note: This is not a requirement if you are not seeking any personal information.

Examples of evidence:

- If representing a client, provide a simple statement on corporate / business letterhead evidencing your identity. Evidence is also required that you represent the client (copy of agreement, policy document etc.) or alternatively a written statement from your client stating they provide permission for you to access their personal information.



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- Individuals are required to prove their own identity to ensure we only provide information to the correct person. A copy of one of the following forms of identification is required:
 - Australian driver's license (with photograph, signature and current address)
 - Current Australian passport
 - Other proof of signature and current address details

6. DISCLOSURE LOG

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in Hunter Water's disclosure log which is published on our website.

Do you object to this? No Yes

6. APPLICANT'S DECLARATION

Privacy Declaration: In making this application, you are providing personal information such as name and contact details. This information will be used for the purpose of assessing your application and contacting you regarding the status of your application. Your personal information will be accessed by persons who have been authorised to do so, including the decision maker of your application. Your personal information will be handled in accordance with the *Privacy and Personal Information Act 1998*.

I declare that:

- The information provided in this form is complete and correct
- I have read the privacy notice
- Where applicable, I have attached documents required for the purpose of this application (e.g. evidence of identity, authorisation to act on another person's behalf, evidence of owner's consent)
- I understand that I must seek the Copyright Owner's consent in order to use any part of a copyright document for any other purpose.
- I have included the relevant application fee

I understand it is an offence to give misleading information about my identity and that doing so may result in a decision to refuse to process my application.

Name

Signature

Date