



Informal Request for Information Government Information (Public Access) Act 2009 (GIPA)

Please print in BLOCK LETTERS with a black or blue pen

Please complete this form to apply for an informal release of information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. Housing NSW reserves the right to ask you to lodge a formal access application if the work involved exceeds our 2 hour limit of processing time.

If you need help in filling out this form, please contact the Right to Information Officer on (02) 8753 8400 or visit our website at www.facs.nsw.gov.au.

Please mark relevant boxes with a If you need more room to answer any questions, please include details on a separate page and attach it to this form.

Application number	T File number	Client reference number

Your details

	Title			
	Mr, Mrs, Ms, Miss			
	Last name or family name			
	Given name (s)			
	Unit/House number		Street/Avenue	
	Town/Suburb		Postcode	
	Phone		Mobile	
	Date of birth	DD / MM / YYYY		

The questions below are optional and the information will only be used for the purposes of providing better service.

What is the main language you speak at home? English No give details

↓

In what country were you born?

Are you of Aboriginal or Torres Strait Islander Origin? Yes give details No

↓

Aboriginal

Torres Strait Islander

Aboriginal and Torres Strait Islander

Proof of identity

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

- Australian Driver's Licence - with photograph, signature and current address
- Current Passport
- Other - proof of signature and current address details (e.g. Health Care Card, Pensioner Concession Card)

Authorising a person/agency to act on your behalf

Complete this section **ONLY** if you are authorising someone to act on your behalf

Name of person / agency acting on your behalf

Address of person / agency acting on your behalf

Unit/House number Street/Avenue

Town/Suburb Postcode

Phone Mobile

I authorise the persons/agencies named on this form to act on my behalf in matters concerning my Informal Request for Information application.

I know that I can change my mind and stop my consent at any time by writing or telling Housing NSW unless there is a current legal order in place.

Full name



Date

Information requested

What sort of information are you seeking?

Personal give details

Non-personal give details

Please note that Housing NSW has imposed a strict 2 hour limit of processing time free of charge to process your request. Therefore it is important that you describe the information you would like to informally access, in enough detail to allow us to identify it.

Signature

Full name

Applicant's Signature

Date

Where do I lodge this form?

You can lodge this form with any Housing NSW Client Service Team either in person or by mail. You can also send it to:

Right to Information Unit
Housing NSW
Locked Bag 4001
Ashfield BC NSW 1800

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: www.oic.nsw.gov.au

Office Use Only

Date application received

File reference