

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. 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 are 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, an additional 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 must establish your identity before providing you with any information. If this applies to you, Essential Energy will contact you regarding the required identification.

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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You can only object to the inclusion of information on our agency disclosure log for one or more of the following grounds:

- The information includes personal information about you (or a deceased person for whom you are the personal representative)
- The information concerns your business, commercial, professional or financial interests
- The information concerns research that has been, or is being, or is intended to be, carried out by or on your behalf
- The information concerns the affairs of a government of the Commonwealth or another State (and you are entitled to act on behalf of that government agency).

Do you object to the details of your application being published in Essential Energy's disclosure log?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Please Note: If Essential Energy decides to include information in its disclosure log despite your objection, you can seek a [review](#) of this decision.

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.....