

Processing fee discount

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

- Financial hardship - please attach supporting documentation (eg a pension or Centrelink card) AND / OR
- Special benefit to the public.

Access to information

How do you wish to access the information?

- Inspect the document/s
- Be provided with a copy of the document/s
- Access in another way (please specify): _____
- If possible, I wish to receive information by email at the above email address

Consultation

The Agency may be required to consult with third parties before deciding your application. If the information you are seeking contains information about another person, business or government agency, we are required by law to ask whether they have an objection to the disclosure of their information. For the purposes of such consultation, please indicate in the boxes below whether you consent to the release of the following information to any third parties.

Your name and/or company name: Yes No Your reason for making this application: Yes No

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 (excluding your personal information) may be recorded in the agency's 'disclosure log'. This is published on the agency's website.

Do you object to this? Yes No

NOTE: You will be contacted and given a further chance to object before the information is placed on the Disclosure Log.

Application fee

I attach payment of the **\$30 application fee** by: (select one)

- Credit Card Authority Payment - email the form and credit card authority to information@transport.nsw.gov.au
- Cheque (enclose a cheque made payable to Transport for NSW)
- Money order (enclose a money order made payable to Transport for NSW)

There may be additional processing charges in relation to your application – we will notify you if this is required. Please do **NOT** send cash through the post.

Applicant's signature: _____

Date: / /
 day month year

Where to send your application

Mail to:
Information and Privacy Unit
Transport for NSW
PO Box K659
Haymarket NSW 1240

Privacy notice

Transport for NSW and the Transport agencies are subject to the *Privacy and Personal Information Protection Act 1998* in respect of your personal information. Your personal information is being collected to process your application for information under the *Government Information (Public Access) Act 2009*. The provision of personal information is voluntary, however if you do not provide it we may not be able to process your application. Transport for NSW and the Transport agencies may use and disclose your personal information for the purposes of processing your application. Otherwise, we will not disclose your personal information without your consent unless authorised or required by law. Your personal information will be held by Transport for NSW at 18 Lee Street, Chippendale NSW 2008, which is where all applications are initially received. If your application is for information held by one of the Transport agencies, it will also be held by the relevant agency at: • NSW Trains at 470 Pitt Street, Sydney NSW • Sydney Trains at Level 21, 477 Pitt Street, Sydney, NSW • Roads and Maritime Services at 20-44 Ennis Rd, Milsons Point, NSW • State Transit Authority at Level 4, 15 Bourke Road, Mascot, NSW. Generally, you have the right to access and correct the information if you believe that it is incorrect. If you wish to do so please telephone the Transport for NSW Privacy Officer on 8202 3768 or email privacy@transport.nsw.gov.au and we will provide you with the details of the relevant agency privacy officer.