

ACCESS APPLICATION

Government Information (Public Access) Act 2009 (NSW)

Applying to access information

Complete this form to apply for formal access to UTS information under the [Government Information \(Public Access\) Act 2009 \(NSW\)](#) (the GIPA Act). This form provide you an alternate way to apply if you are not able to apply using our online application form. The online application form can be found on the [applying for access to information](#) web page.

The personal information you provide on this form will be used to contact you and facilitate processing of your application. It may also be used in cases where a decision is appealed. This may include disclosing information to an external agency who is undertaking a review of a decision under the GIPA Act in relation to your application.

Contact for assistance

If you need help to complete this form, contact the UTS Right to Information Contact Officer by phone (02) 9514 1245 or (02) 9514 9766, or by email right.to.information@uts.edu.au.

For further information, visit our [applying for access to information](#) page on our website.

1. Your details

Full name		Date	
Daytime telephone			
Address	A postal or email address must be provided for correspondence to be sent to you about your application. An email address is preferred. Where both are provided, we will communicate with you via email as the preferred option.		
	Email address		
	Postal address		
Are you seeking access to your own personal information? Note: your own personal information can usually be accessed without an access application. See access your information .	Yes *	No	
	* If yes, we require evidence of your identity. Select one of the methods below:		
	If you are a current students and staff, you can use your UTS staff or student email address		
	Australian drivers licences		
	Current Australian passport.		
Other evidence with proof of signature and current address details.			

2. Your request

Describe clearly the information you are requesting to access. You can attach further information separate to this form.

Have you applied to a different agency for this information at any time?	Yes – specify the agency’s name below*:	No
	*	
How do you wish to access the information?	A copy of the information	
	An opportunity to inspect the records containing the information	
	Other method - specify other method of access below*:	
	*	

3. External consultation

If you have requested information relating to another party, such as their personal information, or commercial or business interests, UTS may be required to consult with them before deciding your application.

Note that a consulted third party may be concerned about someone accessing their information if they don’t know who has requested it. Informing a consulted party of an applicant’s identity can assist them in making an informed decision. However, we will not directly identify you as the applicant to a consulted third party without your consent.

Do you consent to being identified as the applicant to a consulted third party?	Yes	No*
	*Note: a consulted party will need to be given details of the information relevant to them to respond. Although we will not directly identify you, if your identity is intrinsically linked to the information concerned, we can’t prevent a consulted party from assuming your identity.	

4. UTS disclosure log

We are required to include details of applications in our online [UTS disclosure log](#) if the released information may be of interest to the public. You can object to the details of your application being included in the disclosure log.

Do you object to details of your application being included in the UTS disclosure log?	Yes*	No
	* If yes, indicate the reason for your objection from the grounds listed below:	
	The information is about my personal affairs	
	The information is about my business, commercial, professional and/or financial interests	
	The information is about research or the compilation or analysis of statistics that is being, or will be, carried out by me and/or on my behalf	
	The information is about the affairs of the Commonwealth or State government (and you are applying on behalf of that government)	

5. Fees and charges

The application fee for an access application is **\$30**. Depending on the size and complexity of your application, a processing charge and advance deposit may also be required. UTS will contact you if additional processing charges are to be applied to this application before further processing is undertaken.

There are three way to pay the \$30 application fee:

Credit card	It is preferred you use the secure payment gateway provided with our online application form to pay by credit card (via our applying for access to information web page). Otherwise contact us in advance to discuss options. DO NOT email your credit card details to us.
Cheque	Cheque or money order payments are to be made out to ‘University of Technology Sydney’.
Australian money order	

6. Lodging this application form and your application fee

You can lodge your application form via one of the following methods. Please note that your application fee must be received before we can consider your application.

Email	Right.to.information@uts.edu.au . Payment of the application fee will need to be arranged separately. A cheque or money order can be mailed or delivered in person (see below). Contact us if you need to pay by credit card. DO NOT email your credit card details to us.
Postal mail	Address to: Right to Information, Governance Support Unit University of Technology Sydney PO Box 123, Broadway, NSW 2007 You can include your application fee with your application form. Note that if you include your credit card details via post we cannot guarantee its security if your application does not arrive.
In person	Deliver to: Right to Information Contact Officer Governance Support Unit, Level 26, Building 1 (UTS Tower Building) University of Technology Sydney 15 Broadway, Ultimo NSW 2007 Staff in the Governance Support Unit are working in a hybrid working environment. It may be useful to check in advance that staff will be in to receive your application.

Note: When saving this form, use a meaningful title so the email is not identified as spam when submitted. It is recommended you retain the file name of the form itself and add your last name.

If you have not received a formal acknowledgment within 5-working days, contact us (see contact details on the front of this form).