



Workers Compensation
Commission

March 2019

Direction

Direction for Access to Information and Premises

This is the approved form for directing the defendant to produce specified reports to the claimant and/or to provide or allow access to the claimant to specified premises within a specified period for a purpose relevant to a claim for work injury damages.

Claimant:

Defendant:

Filed by:

Postal address:

Phone number:

Email address:

Postcode:

This direction is filed by:

- Claimant
- Claimant representative

Note - This form can only be completed by the claimant or their representative

PART 1 – Notice to Defendant

1.1 Production of Specified Reports and Other documents

1.1.1 Address for production

Name:

Address:

Production of documents

Unless the Registrar otherwise orders, you are directed to produce to the Claimant the documents described below which are in your possession or control:

- 1.
- 2.

Production date

The documents must reach the Claimant at their given address no later than noon on: / /

1.2 Request for access to premises:

The defendant is required to provide or allow the claimant named above, access to specified premises within the period specified below for a purpose relevant to the claimant's claim

1.2.1 Address of specified premises:

1.2.2 Purpose for requesting access to specified premises:

1.2.3 Specified period for access to specified premises:

From / / to / /

PART 2 – Notice to Claimant

Compliance with Direction

This direction is to be served at least 28 days before the commencement of the period specified in the direction for compliance with the direction, or by the time stated in Part 3 below.

A person who fails to comply with a direction without a reasonable excuse is guilty of an offence under section 318 (1) of the *Workplace Injury Management and Workers Compensation Act 1998*.

Direct any enquiries about compliance with this direction to the party that filed this direction. If after discussion with that party a dispute exists concerning the production of information or access to premises, the claimant may apply to the Commission for a decision. Any application must be made in writing prior to the compliance date.

(Office use only) PART 3 - Authorisation to Reduce Time for Service

This direction must be served no later than ____ am/pm on ___/___/___

Signed: _____ Date: ___/___/___

(Office use only) PART 4 – Approval to Issue

Issued under delegation of the Registrar

Signed: _____ Date: ___/___/___

Privacy of Personal Information

The privacy of personal information is important to the Workers Compensation Commission. The Commission collects personal information to register application forms and make decisions about disputes or claims. The NSW workers compensation laws permit the Commission to collect this information.

The Commission may give personal information to another person or agency (e.g. a doctor, a party, State Insurance Regulatory Authority) as required or authorised by law.

Decisions by the Commission will generally be published, including on the Internet, unless there are exceptional circumstances justifying the decision being withheld.

A person has a right to access their personal information and correct any inaccuracies.