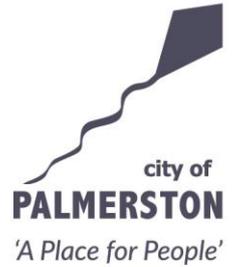


REQUEST FOR PERSONAL INFORMATION



UNDER THE INFORMATION ACT 2002 (NT)

1. APPLICANT DETAILS

Preferred Title: Mr Mrs Miss Ms Other

Surname: _____ First name(s): _____

Telephone: _____ Mobile: _____

Email: _____

Address: _____

Suburb: _____

Privacy: The *Information Act 2002* (NT) (The Act) requires you to supply your name and an address for correspondence. Additional contact details will assist the City of Palmerston to deal with your application. Personal information supplied in the course of an application may be used or disclosed in order to deal with the application and any review or complaint arising from the application.

2. INFORMATION SOUGHT

I would like to access the following information: (Please provide sufficient details for the information you are requesting to access so that the City of Palmerston will be able to identify the information – e.g. dates, location, subject matter etc. If there is insufficient space, please attach a separate sheet of paper).



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(Please tick) I want to inspect the document(s) I want a copy of the document(s)

3. FEES & CHARGES

No application fee applies to requests for personal information. However, where you wish to examine your personal information, the first two hours are free and thereafter a fee of \$25 per hour, or part thereof, may apply. There may also be processing fees if equipment or facilities are required to be hired to enable you to access your information. (Fees may be waived or reduced under certain circumstances).

NOTE FOR PERSONAL INFORMATION FORM

1. Identification

You will be asked to show identification when lodging this application. If posting your application, please attach a photocopy of your driver's license or passport. This is to ensure that City of Palmerston is satisfied as to your identity.

2. Where to lodge this application

This application can be lodged at the City of Palmerston, 1st floor at Civic Plaza, 1 Chung Wah Terrace, Palmerston or posted to: City of Palmerston, PO Box 1, Palmerston, NT, 0831.

3. Processing your application

City of Palmerston will respond to your request with a decision within 30 days of receiving your application. If you are aggrieved by the decision, you may apply for an internal review. If unsatisfied with the review outcome you may lodge a complaint with the Information Commissioner within 90 days.

4. Decisions in relation to a request to correct personal information

City of Palmerston can make the following decision for this application:

- Correct the information
- Correct the information but the correction is different from the one specified in your application
- Refuse to correct the information
- Require more time to make a decision or
- Transfer the application.

4. EXEMPTIONS

City of Palmerston may not provide access to information subject to Principle 6 of the Information Privacy Principles of The Act.

5. ASSISTANCE

If you need help to complete this application form, please contact City of Palmerston on (08) 89359922 or email: palmerston@palmerston.nt.gov.au.

6. DECLARATION

I understand that before I obtain access to information, I may be required to pay processing fees equal to the total cost of the services and material that are provided in response to this application and that I will be supplied with a statement of charges if appropriate. I certify that the information supplied by me concerning this application is complete and true to the best of my knowledge.

Signature: _____

Date: _____



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7. OFFICE USE ONLY

Receipt no:

Application receipt date:

Satisfied as to identity of applicant: Yes No (please tick)

Receiving officer's name: (print name)

Signature of receiving officer:
