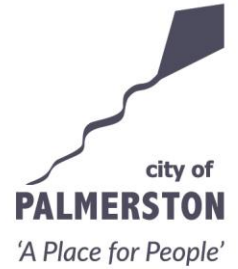


REQUEST FOR INFORMATION



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: _____ Postcode: _____

What is your preferred method of contact? Email Phone

Are you making this request on behalf of an organisation? Yes No

Name of organisation/business:

Your position/office in the organisation:

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

Please provide as much detail as you can about the type of information you want, e.g. dates, location, subject matter, and who was involved. 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. 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: _____

4. FEES & CHARGES

A fee of \$30 is required before your application will be accepted and processed. This payment can be made upon application at the Customer Service Desk at Civic Plaza or by phone. City of Palmerston does not accept cash in the mail. A processing fee may be required and you may be asked to pay a deposit of \$25 if the processing fee is estimated to be \$100 or less. A deposit of 50% will be required if the estimate is estimated to be more than \$100. You may make an application to waive/reduce fees. No application fee applies to a request for your personal information.

5. CITY OF PALMERSTON INFORMATION FORM

1. Identification

You will be asked to show identification when lodging this application. If posting or emailing 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

Applications can be lodged via email at palmerston@palmerston.nt.gov.au, the Customer Service Desk, located 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 application

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

- Provide access in whole or part;
- Provide edited copies of the information;
- Require more time to make a decision;
- Refuse access because providing access would unreasonably interfere with the operations of the Council; or;
- Refuse access because the information is exempt under the Act;

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6. EXEMPTIONS

City of Palmerston is not required to provide access to information that is determined to be exempt under the *Information Act 2002* (NT).

7. ASSISTANCE

If you need help to complete this application form, please contact the Department of Governance and Strategy, City of Palmerston, PO Box 1, Palmerston NT 0831, Phone: (08) 89359922 or Email: palmerston@palmerston.nt.gov.au.

8. OFFICE USE ONLY

Receipt no:

Reference no:

Application receipt date:

ID provided: Yes / No

ID type:

Application fee received: Yes / No

Amount received: \$

Receiving officer's name: (print name)

Signature of receiving officer:

City of Palmerston complies with the Information Privacy Principles contained in the Information Act 2002 (NT). These principles protect the privacy of personal information collected and held by City of Palmerston. City of Palmerston's privacy statement is available from City of Palmerston, Civic Plaza, 1 Chung Wah Terrace, or via our website: www.palmerston.nt.gov.au.