

# REQUEST FOR INFORMATION

UNDER THE *INFORMATION ACT 2002 (NT)*

## APPLICANT DETAILS

Preferred Title:  Mr  Mrs  Miss  Ms  Other

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

*Privacy: The Information Act (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.*

## INFORMATION SOUGHT

Please provide as much detail as you can about the type of information you want, eg. dates, location, subject matter, who was involved. If insufficient space please attach a separate sheet of paper.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

ARE YOU MAKING THIS REQUEST ON BEHALF OF AN ORGANISATION?  YES  NO

Name of organisation/business: \_\_\_\_\_

Your position/office in the organisation: \_\_\_\_\_

## FEES AND CHARGES

Attached is a cheque/money order/cash (*please circle*) to the amount of \$30 to cover the application fee. Please do not send cash through the mail. If a processing fee is required, you may be asked to pay a deposit of \$25 if the processing fee is estimated to be \$100 or less, or 50% of the estimate if the processing fee is estimated to be more than \$100. Application can be made to waive/reduce fees. No application fee applies to request your personal information.

## 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: \_\_\_\_\_

### NOTES FOR PALMERSTON CITY COUNCIL 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 licence, passport or another form of approved identification documentation. This is to ensure that the Council is satisfied as to your identity.

#### 2. Where to lodge this application

This application can be lodged at the City of Palmerston, 1<sup>st</sup> Floor, Civic Centre Building, 1 Chung Wah Terrace, Palmerston or posted to: Director Corporate Services, City of Palmerston, PO Box 1, Palmerston, NT, 0831.

#### 3. Processing your application

- The Council will respond in writing to your request within 30 days of receiving your application
- Should it be necessary to view records you will be contacted regarding a suitable time and venue.
- If aggrieved by the decision, you may apply for an internal review to which the Council has 30 days to respond. If unsatisfied with the review outcome you may lodge a complaint with the Information Commissioner within 90 days.

#### 4. Decisions in relation to applications

The response to this application could inform you that the Council will:

- provide access in whole or part
- provide edited copies of the information
- defer access
- refuse access because the information is exempt under the Act
- refuse access because providing access would unreasonably interfere with the operations of the Council; and
- require more time to make a decision.

### EXEMPTIONS

The Council is not required to provide access to information classified as exempt under the Act.

### ASSISTANCE

If you need help to complete this application form please contact the Director Corporate Services, City of Palmerston, PO Box 1, Palmerston NT 0831, Phone: (08) 89359922, Facsimile: (08) 8935 9900 or Email: [palmerston@palmerston.nt.gov.au](mailto:palmerston@palmerston.nt.gov.au)

### OFFICE USE ONLY

Receipt No: \_\_\_\_\_ Reference No: \_\_\_\_\_

Application Receipt Date: \_\_\_\_\_

Satisfied as to Identity of Applicant:  YES  NO (please tick)

Receiving Officer's Name: (please print) \_\_\_\_\_

Signature of Receiving Officer: \_\_\_\_\_

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