



REQUEST FOR PERSONAL INFORMATION

Under the *Information Act* (NT) 2002

APPLICANT DETAILS

Preferred title: Mr/Mrs/Miss/Ms/Other

Surname: _____ First Name(s): _____

Address for correspondence: _____

Email Address: _____

Contact numbers: A/H _____ Mobile: _____

B/H: _____ Fax: _____

Preferred method of contact: Telephone Facsimile Email Mail

Privacy: The *Information Act* (The Act) requires you to supply your name and an address for correspondence. Additional contact details will assist the Darwin City Council 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 REQUEST : I would like to access the following information: (Please provide sufficient details for the information you are requesting to access so that the Council will be able to identify the information – eg. Dates, location, subject matter etc. If insufficient space, please attach a separate sheet of paper). See Note 3 – Processing your application and Note 4 – Decisions in relation to your application.

Please indicate your preference:

I want to inspect the document(s)

I want a copy of the document(s)

FEES AND 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).

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 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 drivers licence, passport, or other 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 Civic Centre in Harry Chan Avenue Darwin or posted to:

Information officer
Darwin City Council
GPO Box 84
DARWIN NT 0801

3. Processing your application

- The Council will respond in writing to your application within 30 days of receiving it.
- In relation to your application, should it be necessary to view records within the Council, 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 outcomes you may lodge a complaint with the Information Commissioner within 90 days (s.106 (3) (a) of The Act)

4. Decisions in relation to your application

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: or
- require more time to make a decision

(Refer to sections 21-30 of The Act)

Exemptions:

The Council is not required to provide access to personal information classified as exempt under the schedule (Information Privacy Principle 6) of The Act.

ASSISTANCE

If you need help to complete this application form please contact the Information Officer, Darwin City Council, GPO Box 84, Darwin NT 0801, Phone: (08) 8930 0405, Facsimile: (08) 8930 0311 or Email: dcc@darwin.nt.gov.au.

Further information about the *Information Act* can be found at www.darwin.nt.gov.au

OFFICE USE ONLY

Reference No. _____ Application Receipt Date _____

Satisfied as to Identity of Applicant: Yes / No (please circle)

Receiving Officer's Name: (please print) _____

Signature of Receiving Officer: _____