



# REQUEST FOR 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 Statement:** The *Information Act (NT) 2002 (the Act)* requires you to supply your name and an address for correspondence. Additional contact details will assist the City of Darwin to deal with your application. Personal information supplied in the course of an application may be used or disclosed in the consultation process to make an informed decision on the application and any review or complaint arising from the application.

**ARE YOU MAKING THIS REQUEST ON BEHALF OF ANOTHER PERSON?**  Yes  No

Name of other person: \_\_\_\_\_

In which capacity do you act on behalf of the other person : \_\_\_\_\_

**Proof of capacity must be attached**

**ARE YOU MAKING THIS REQUEST ON BEHALF OF AN ORGANISATION?**  Yes  No

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

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

**Proof of position must be attached**

## HOW DO YOU WANT ACCESS TO THE DOCUMENTS?

I want to inspect the document(s)

I want a copy of the document(s)

**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.


**FEES AND CHARGES**

Attached is a cheque/money order/credit card details (please circle) to the amount of \$30 to cover the application fee. ( **Please do not send cash through the mail, pay at Customer Service Counter**). 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. You will be notified if a processing fee is required. Application can be made to waive/reduce fees. **There are no fees for an application for 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. I have read and understood the Privacy Statement on page 1. (Council’s Privacy Policy can be found on the City of Darwin official website at <http://www.darwin.nt.gov.au>).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

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

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

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

Receiving Officer’s Name and Title: *(please print)* \_\_\_\_\_

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

## NOTES ABOUT CITY OF DARWIN 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, passport or another form of approved identification documentation. This is to ensure that 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 the Information Officer, City of Darwin, GPO Box 84 DARWIN, NT, 0801.

### 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; or;
- require more time to make a decision.

### ASSISTANCE

If you need help to complete this application form please contact the Information Officer, City of Darwin, Phone: (08) 8930 0300, Facsimile: (08) 8930 0311 or Email: [darwin@darwin.nt.gov.au](mailto:darwin@darwin.nt.gov.au).