

Application to Access Information

Use this form if you want to apply to access information held by Litchfield Council

Section 1 Details of Applicant *Please use BLOCK letters and write clearly.

Title Mr Ms Mrs Other
 Surname _____ Given name/s _____
 Name of organisation (if applicable) _____
 Postal address _____
 Telephone no. _____ Business hours _____ Mobile _____
 Fax _____ Email _____

Preferred Method of Contact

Telephone Post Facsimile Email

The [Information Act](#) requires you to supply your name and address for correspondence. Additional contact details will assist us in processing your application. Personal information supplied in the course of an application may be used or disclosed in order to process the application and any review or complaint arising from the application.

Section 2 Information Requested *Please be as specific as possible. Include date created, location, subject matter, who was involved etc.

Name of business unit within Council that holds the information you want to access

Details of information you want to access

Section 3 Form of Access *Please tick box. Access may be given in a different form where the University is unable to grant your request

I require a copy of the information I wish to inspect the information
 I require access in another format (please specify) _____

Section 4 Application and Processing Fees

<p>If the application is only for your own personal information, there is no application fee.</p>	<p>I limit my application to documents that contain my personal information only. <input type="checkbox"/></p>
<p>If the application is not limited to only your personal information, and includes other information, you will have to pay a \$30 application fee or you may apply for a waiver or reduction of fees.</p>	<p>I attach a \$30 cheque/money order/receipt for the application fee. <input type="checkbox"/></p> <p>I attach an Application to Waive/Reduce Fees form <input type="checkbox"/></p>
<p>A processing fee may be charged to cover costs of processing the application. In some cases, the fee may be waived or reduced.</p>	<p>I understand that I may have to pay a processing fee in relation to the application. <input type="checkbox"/></p>

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Section 6 Identification *Please tick if relevant

The Council needs proof of your identity if you are asking for your own personal information to protect your privacy. Proof of identity includes your driver's licence, passport or other document/s that identifies who you are.

Applying by post, email or fax You will need to attach a certified and dated copy of the identification document to this application form. I have attached a certified and dated copy of a document that identifies who I am.

Section 7 Assistance and Lodgement

This application form can be lodged in person, email (council@litchfield.nt.gov.au), fax (08) 8983 1165, or by mail: Information Officer, Litchfield Council, PO Box 446 Humpty Doo, NT, 0836. If you need help, or are unable to complete this application form, contact the Information Officer on telephone (08) 8983 0600.

Section 8 Signature

Applicant's signature _____ Date _____

Section 9 Notes to Applicant

What information can you request? The [Information Act](#) gives you the right to apply for access to information (including personal information) held by the Council. Access can be provided in whole or in part, or deferred. Access can be refused on the grounds that the information is exempt under the Act; that is, it would unreasonably interfere with the operations of the Council; the information cannot be identified, found or does not exist; the information is not held by the Council; or, its release breaches the privacy of a third party.

Processing Fees If you are required to pay a processing fee, the Council will give you an estimate of the fees and seek your agreement before proceeding further with the application. You may also be required to pay a deposit. Processing fees may be waived in limited circumstances.

Response The Council is required to respond to all applications within thirty (30) days of lodgement. Where a third party needs to be consulted; your application relates to large amounts of information; or extensive searches are required, an extension of time may be necessary and we may seek an extension of time.

For more information about access to NT government information under the Information Act you can visit www.infocomm.nt.gov.au, or contact the Office of the Information Commissioner — phone 1800 005 610 or 8999 1500, fax 8981 3812, email infocomm@nt.gov.au, or post PO Box 3750, Darwin NT 0801.

Office Use Only	
Reference number	_____
Date application received	_____
Application fee received	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In person <input type="checkbox"/> Email <input type="checkbox"/> Facsimile <input type="checkbox"/> Post
Identity confirmed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Identity known <input type="checkbox"/> Driver's licence <input type="checkbox"/> Passport
Other identity documents	_____
Other attachments	_____
Receiving officer's name	Signature _____