



# Application to Access Information

V01-02

## APPLICANT DETAILS

Name	<input type="text"/>		
Postal Address	<input type="text"/>	Postcode	<input type="text"/>
Phone	<input type="text"/> (W)	<input type="text"/> (AH)	<input type="text"/> (Fax)
Email	<input type="text"/>		

## INFORMATION DETAILS

Please describe in as much detail as possible the information you wish to access, eg. dates created, location, subject matter, people involved. Attach a separate sheet if necessary.

## PREFERRED FORM OF ACCESS

- ☐ Copies
- ☐ Inspection
- ☐ Other (specify, eg. electronic copy) \_\_\_\_\_

reset form

93 Todd St Alice Springs | PO Box 1071 Alice Springs NT 0871

Phone (08) 8950 0500 | Fax (08) 8953 0558 | [astc@astc.nt.gov.au](mailto:astc@astc.nt.gov.au) | [www.alicesprings.nt.gov.au](http://www.alicesprings.nt.gov.au)

**APPLICATION FEE (please tick relevant box)**

If your application is only for records that contain personal information about you, there is no application fee. However, if your application is for information that is not about you, or for a mix of non-personal and personal information, an application fee applies. In some cases the fee may be waived or reduced.

- ☐ Limit application to records containing personal information about me (no application fee).
- ☐ I attach a \$30 cheque/money order for the application fee.
- ☐ Which organisations have you applied to?

**PROCESSING FEE (please tick a box)**

A processing fee may be charged to cover the costs of processing the application. If your application is only for records that contain personal information about you, the processing fee is more limited. In some cases the fee may be waived or reduced.

- ☐ I understand I may have to pay a fee in relation to this application.
- ☐ I attach a completed *Application to Waive or Reduce Fees* form in relation to the processing fee.

**IDENTIFICATION (please tick if relevant)**

Council requires proof of your identity. You may attach a copy of an identification document (eg. driver's licence, passport, etc) if you are posting or faxing this form. If you are applying in person, you may produce your identification document to a staff member, or they may be able to confirm your identity in some other way. If Council requires more proof of identity, we will contact you.

- ☐ I attach an authenticated copy of an authentication document.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**NOTES****Privacy**

The Information Act requires you to supply your name and an address for correspondence, as well as sufficient details to identify the information you want. Additional contact details will assist Council to process your Application. Some personal information may have to be disclosed to other people in order to satisfy consultation requirements under the Act and make an informed decision on your Application. If you want to discuss privacy issues, you may contact Council's Information Officer.

**More Information**

For more information about access to NT government information under the Information Act you can visit [www.infocomm.nt.gov.au](http://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](mailto:infocomm@nt.gov.au), or post PO Box 3750, Darwin NT 0801.

For help filling out this form, contact the Records Officer at the Alice Springs Town Council, phone 8950 0500, fax 8953 0558, email [astc@astc.nt.gov.au](mailto:astc@astc.nt.gov.au) or post PO Box 1071, Alice Springs NT 0871.