Formal application for assessed disclosure of information

**When to use this form**

Use this form to make an application to NRM North for the release of information in accordance with the *Right to Information Act 2009*.

**What you need to know**

* Applications are to be made in writing and include the information as required by Regulation 4 of the Right to Information Regulations 2010, as set out in this form below.
* Personal information collected in this application is considered personal or health information for the purposes of the *Privacy and Personal Information Protection Act 1998* (PIPA). NRM North’s privacy and personal information policy can be found [here.](https://nrmnorth.org.au/privacy/)
* A fee of 25 fee units (which is $40.50 as at 1 July 2020) is to accompany this application.

**How to complete this form**

1. Ensure that all fields have been filled out correctly
2. Fields on this form marked with an \* are mandatory and must be completed before submitting the application
3. Once completed please refer to the lodgement details section for further information.

**If you submit this request online we will contact you to arrange payment before your application is accepted.**

The application fee may be waived in certain circumstances which are outlined below.

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| **SECTION 1 APPLICANT DETAILS** |
| Company Name |  |
| Name \* | Surname\* | Other Names\* |
| Postal Address \* |  |
| Contact Number \* | Email \* |
| I agree to receive correspondence at the above email address \* [ ]  Yes [ ]  No (choose one)In the interests of the environment and where possible this information will be provided electronically, therefore please ensure you have provided an email address. An alternative method of provision may be considered.Do you require special assistance with this application? \* [ ]  Yes [ ]  No (choose one) |

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| **SECTION 2 PROOF OF IDENTITY** Required when an applicant is requesting information on their own behalf |
| Are you seeking personal information? \* [ ]  Yes [ ]  No (choose one)When seeking personal information, an applicant must provide proof of identity in the form of a ***certified*** copy (hard copy or scanned document) of any one of the following documents:[ ]  Australian Driver’s licence (with photograph, signature and current address)[ ]  Current Australian passport[ ]  Other proof of signature and current address detailsPaperclip with solid fillPlease attach a copy of proof of identity at the end of this document |

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| **SECTION 3 PROOF OF CONSENT** Required when an applicant is requesting information on behalf of someone else |
| Are you applying on behalf of someone? \* [ ]  Yes [ ]  No (choose one)If Yes, do you have their consent to apply for access to assessed disclosure of information [ ]  Yes [ ]  No (choose one)Paperclip with solid fillPlease attach a copy of their written consent at the end of this document |

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| **SECTION 4 DETAILS OF REQUEST** |
| General topic of information applied for (a one sentence summary of information requested) \* |
| Details of the information you are requesting \* |
| Description of your efforts made prior to this application to obtain this information \* |
| If the information you are requesting relates to a third party, do you give consent for your identity to be made known to the third party? \* [ ]  Yes [ ]  No (choose one) |

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| **SECTION 5 FORM OF ACCESS** (choose one) |
| [ ]  Electronic copy via email | [ ]  Paper copy via Australia Post | [ ]  Inspect the documents |
| [ ]  Access in another way (please specify) |

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| **SECTION 6 FEES AND DISCOUNTED PROCESSING** |
| A standard application fee of $40.50 is payable.In certain circumstances the fee that is applied to the Right to Information application may be waived. Should you wish to seek a fee waiver, your circumstance will need to fall into one of these four categories:Impecunious (e.g. holding a health care card, pension or Centrelink card)Member of Parliament (in relation to official duty)General public interest or benefit (you will need to show that you intend to use the information for this purpose)Journalist (acting in connection with your professional duties) |
| Are you requesting the RTI application fee to be waived? \* [ ]  Yes [ ]  No (choose one) |
| Reason for your request for waiver of fee \* (choose one)[ ]  I am impecunious (e.g. holding a health care card, pension or Centrelink card)[ ]  I am a Member of Parliament acting in relation to official duty [ ]  Information requested is of general public interest or benefit (you will need to show that you intend to use the information for this purpose)[ ]  I am a journalist acting in connection with my professional duties[ ]  Not applicable |

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| **SECTION 7 APPLICANT DECLARATION** |
| \*Signature: | \*Date: |

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| **SECTION 8 LODGEMENT DETAILS** |
| You can lodge the application by: |
| **Post** | The Public Officer, NRM North, PO Box 1224, Launceston TAS 7250 |
| **In person** | Level 2, 63 – 65 Cameron Street, Launceston TAS 7250 |
| **Email** | admin@nrmnorth.org.au |
| **What now?** | Once your application is received, an NRM North officer will acknowledge your application within 5 working days with a determination provided within 20 working days in most instances. If there is a need to consult with a third party about their business affairs or about their personal information, an extension of 20 working days is automatically given. We will let you know if this happens. |

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| **SECTION 9 OFFICE USE ONLY** |
| Date received: | Fee waived: [ ]  Yes [ ]  No Fee paid: $ | Receipt number: |
| Application acknowledged | Staff: | Date: |
| Third Party Contacted | [ ]  Yes [ ]  No  | Date: |
| Applicant notified of additional 20 days for third party consultation | [ ]  Yes [ ]  No  | Date: |
| Third party response received | [ ]  Yes [ ]  No  | Date: |
| Application assessed & Written Response provided to Applicant | Information provided:[ ]  Yes [ ]  No  | Date: |
| Applicant provided details of right to seek a review where application has been refused | [ ]  Yes [ ]  No  | Date: |
| **Comments:** |
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