

Application to access information

Use this form if you want to apply to access information held by Department of Trade, Business and Asian Relations.

Your details			
First name		Last name	
Phone		Email	
Postal address			
Fax			
Information required			
Name the organisation that holds the information you want		Department of Trade, Business and Asian Relations	
<p>Describe the information you want: Please provide as much detail about the information you want, eg, dates created, location, subject matter, who was involved. (Attach another sheet of paper with more details, if necessary.)</p>			
Preferred form of access (mark relevant box with an X)			
Copies	<input type="checkbox"/>	Inspection	<input type="checkbox"/>
		Other (please specify, e.g. electronic copy)	<input type="checkbox"/>
			<input type="checkbox"/>
Fees			
<p>Application fee \$30 (mark relevant box with an X)</p> <p>If your application is only for records that contain personal information about you, there is no application fee. But if your application is for information that is not about you, or for a mix of non-personal and personal information, you must pay an application fee. In some cases, the fee may be waived or reduced.</p>			
I limit my application to records that contain personal information about me (no application fee).			<input type="checkbox"/>
I attach a \$30 cheque / money order / receipt* for the application fee.			<input type="checkbox"/>
*You may pay the fee to any Receiver of Territory Monies and attach the receipt to your application.			
I attach a completed application to waive/reduce fees form in relation to the application fee.			<input type="checkbox"/>

Processing fee (mark relevant box with an X)			
A processing fee may be charged to cover 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 that I may have to pay a processing fee in relation to the application.			
I attach a completed application to waive/reduce fees form in relation to the processing fee.			
Identification (mark box with X if relevant)			
The organisation needs 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 to the organisation, you may produce your identification document to an official, or they may be able to confirm your identity in some other way. If the organisation needs more, it will contact you			
I attach a copy of an identification document.			
Signed		Date	

Lodgement of application

Applications can be lodged either via the post:

Information Officer
 Department of Trade, Business and Asian Relations
 GPO Box 3000 DARWIN NT 0801
 Email: foi.dccd@nt.gov.au

*Over the phone credit card payments for application fee are accepted at RTM Darwin, applicants can call the following numbers: 08 8999 1628 or 08 8999 1606.

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 the organisation 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.

More information

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 08 8999 1500
 Email: infocomm@nt.gov.au
 Post: PO Box 3750, Darwin NT 0801.

If you require assistance filling out this form contact the information officer via email foi.dccd@nt.gov.au.