

NOTES FOR GOVERNMENT INFORMATION FORM

DECLARATION

I certify that the information supplied by me concerning this application is complete and true to the best of my knowledge.



Signature:

Date: / /

Privacy: The department of Housing and Community Development, is collecting the personal information supplied in this application for the purposes of responding to your request and would only share this information with other agencies if charges are relevant to that agency or where disclosure is required by law. The collection of this information is required under the Information Act. The application may be delayed if you do not provide the information in full. You are able to access information in this form at any time by contacting the Information Access Unit on 8999 8490 or infoact.dhcd@nt.gov.au.

Note 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 other form of approved identification documentation. This is to ensure that the department is satisfied as to your identity.

Note 2 – Where to Lodge this Application

This application can be posted to the:

Information Access Unit
Department of Housing and Community Development
GPO Box 4621, DARWIN NT 0801

Or by

Fax to: (08) 8942 6806
Email: infoact.dhcd@nt.gov.au

In remote communities it should be posted to the above address. (Please make cheques or money orders out to 'Receiver of Territory Monies')

Note 3 – Response to your Application

- The department shall respond to your request within 30 days after receiving your application. This response shall include written notification of the Departments' decision. (Refer to note 4 below regarding decisions the department can make in relation to your application).
- In relation to your application, should it be necessary to view records within the department, you will be contacted regarding a suitable time and venue.

Note 4 – Decisions in Relation to your Application

The response to this application could inform you that the department may:

- provide access in whole or part,
- provide edited copies,
- defer access,
- refuse access because the information is exempt under the Act (see note below),
- refuse access because providing access would unreasonably interfere with the operations of the Department,
- require more time to make a decision,
- the information cannot be found or identified,
- the information is not held by the department,
- the application has been referred to another Agency or
- the information is about a third party (refer to sections 21-30 of the Act).

Note 5 - Exemptions:

The department is not required to provide access to information classified as exempt under the Act. These exemptions are:

1. Part 4, Division 2, Sections 45-49
 - Executive Council, Cabinet, Territory Economy
 - Information that would prejudice security or law enforcement
 - Information that is exempt under corresponding FOI laws
 - Information subject to a secrecy provision
 - Information that would prejudice the preservation of our system of justice
2. Part 4, Division 3, Sections 50-58
 - Particular case matters where disclosure may not be in the public interest

Assistance:

If you require assistance with completing this application you should contact the Information Access Unit either by:

Telephone: (08) 8999 8490

Fax: (08) 8942 6806

Correspondence: GPO Box 4621, DARWIN NT 0801

or

Email: infoact.dhcd@nt.gov.au

OFFICE USE ONLY:	
Request No:	_____
Date Application Received:	_____
Satisfied as to Identity of Applicant:	Yes / No (Please circle)
Receiving Officer's Name:	_____
Signature of Receiving Officer:	_____