

Identification

Under Section 18 of the Act the Public Sector Organisation must be satisfied as to your identity before it accepts your application. The Department of Planning and Infrastructure will accept the following forms of identification; Drivers Licence, Passport or some other card or document that identifies who you are.

If you are lodging your application by post, facsimile or e-mail an authenticated copy of your identification must be supplied either by a Commissioner of Oaths, member of the Police Force, Registered Nurse, or a person who has known you for five years or more. You will be contacted if more information is required by the organisation to satisfy itself as to your identity.

Declaration

I (*Applicants Full Name*) _____ certify that all the information supplied by me concerning this application is complete and correct. I accept that the information provided by me in this application may also be disclosed to other persons and/or bodies where such disclosure is required by law.

Declared at _____ on _____ day of _____, _____
(Location) (Day) (Month) (Year)

SIGNATURE 

_____ Date:

Notes:

1. A person providing false or misleading information or statements to a public sector organisation or the Commissioner is liable to a penalty of \$22,000 or 12 months imprisonment.
2. A person knowingly making a false or misleading statement or a material omission in a statement for the purpose of gaining access to another's personal information or another persons business, professional, commercial or financial affairs is liable to a penalty of \$11,000 or 6 months imprisonment.

Office Use Only:

Original Application Reference No:	_____
Reference No. (this application):	_____
Review Application Receipt Date:	_____
Recipient's Name: (<i>please print</i>)	_____
Recipient's Signature:	_____



INFORMATION ACT 2002

APPLICATION FOR A REVIEW OF A DECISION - (SECTION 38)

WHAT DECISIONS CAN BE MADE IN RELATION TO AN APPLICATION?

Government Information:

1. Access was refused in whole or in part
2. Provision of edited copies of information
3. Deferring access
4. Refusing access because information is exempt
5. Refusing access because providing access unreasonably interferes with operations of the organisation
6. More time is required to make the decision
7. Information cannot be identified, found or does not exist
8. Information not held by the organisation
9. Information about third parties

Personal Information

1. Correction to personal information is different to one requested
2. Refusing to correct information
3. Not all reasonable steps were taken to associate with my personal information a statement from me that in my opinion the personal information held by your organisation is inaccurate, incomplete or out of date
4. Personal information was not historical and should have been corrected

Fees and Charges

1. Decision to charge a fee for providing access to information

In accordance with Part 3, Division 4 s39 (2) a Public Sector Organisation may refuse to review a decision if satisfied that the application for review was not made within 30 days after the applicant was notified of the decision the subject to the application, in which case, the organisation is taken to have confirmed the decision.