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| **Applicant Details** |
| Surname:  | Title:  |
| Given Name:  | Other Name(s):  |
| Date of Birth:  | Place of Birth:  |
| Have you been known by another name? | Name: |
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| **Personal Address and Contact Details**  |
| Address: |
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| Suburb:  | State:  | Postcode:  |
| **Daytime contact information** |  |  |
| Telephone:  | Mobile:  |
| Email:  |
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| **Public Authority applied to: PROPERTY AGENTS BOARD** |
| General topic of information applied for:(one sentence summary of information required) |
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| Description of efforts made prior to this application to obtain this information: |
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| **Application Fee** |
| [ ]  Application fee included (please tick). |
| OR |
| Application for waiver (please tick) |
| [ ]  Member of Parliament | [ ] Impecunious applicant | [ ]  General public interest or benefit |
| Reason application fee should be waived *(if there is insufficient room in the space provided please attach further details)* |
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| **Proof of Identity:** |
| If application is for release of your personal information you must provide proof of identity before we can release the information – if lodging by email or mail you will need to provide certified copies. *(please tick if you are required to provide proof of identity)* | [ ]  |
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| **Details of the Information sought:** *(if there is insufficient room in the space provided please attach further details)* |
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| Applicant’s signature |
| **Date** |  |
| **Information about assessed disclosure under the Right to Information Act 2009** |
| **Object of the Act**Section 3 of the Act includes this statement of the objects of the Act:***(1)*** *The object of this Act is to improve democratic government in Tasmania by –* 1. *increasing the accountability of the executive to the people of Tasmania; and*
2. *increasing the ability of the people of Tasmania to participate in their governance; and*
3. *acknowledging that information collected by public authorities is collected for and on behalf of the people of Tasmania and is the property of the State.*

***(2)*** *This object is to be pursued by giving members of the public the right to obtain information held by public authorities and Ministers.* ***(3)*** *This object is also to be pursued by giving members of the public the right to obtain information about the operations of Government.* ***(4)*** *It is the intention of Parliament that –* 1. *this Act be interpreted so as to further the object set out in subsection (1); and*
2. *discretions conferred by this Act be exercised so as to facilitate and promote, promptly and at the lowest reasonable cost, the provision of the maximum amount of official information.*

**Applications for assessed disclosure*** Applications are to be addressed to:

*Right to Information Officer* *Property Agents Board**Level 1, 15 Victoria Street**Hobart TAS 7000*OREmail to: *board@propertyagentsboard.com.au** Applications are to be made in writing and include the information required by Regulation 4 of the *Right to Information Regulations 2010*.
* Applications are to be accompanied by the application fee. This fee is 25 fee units, which is $40.50 as at 1 July 2020 and is indexed annually.
* An applicant can apply for the application fee to be waived where the applicant is a Member of Parliament in the pursuit of their official duty; where the applicant is impecunious; and where the information sought is intended to be used for a purpose that is of general public interest or benefit.

**Responsibilities of the public authority*** Applicants are to be notified of the decision on an application for assessed disclosure within 20 working days of the application being accepted by the public authority.
* Before the application is accepted, the public authority has a maximum of 10 working days to negotiate with the applicant to further define the application.
* If a need to consult with a third party arises, a further 20 working days will be allowed in addition to the original 20 days.
* If these time limits are not conformed with, the application will be deemed to be refused and the applicant may apply to the Ombudsman for a review of that decision.

**Proof of Identity*** If you are applying for personal information related to you which is held by a public authority you will need to provide proof of identity prior to any information being released to you. This should be done at the time of making your application.
* Photo Identification or a copy of photo identification which has been certified as a true copy by a Justice of the Peace or a Commissioner for Declarations is the minimum acceptable.
* Do not send Original identification through the post.
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