

# Application for assessed disclosure of information (Right to Information request)



## When to use this form

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

What you need to know:

- Under the RTI Act, applications for assessed disclosure of information **must**:
  - be in writing (which can be electronic); **and**
  - contain certain **minimum information** (specified in [regulation 5](#) of the *Right to Information Regulations 2021*)\*; **and**
  - be signed by the applicant (we use this form to accept your electronic signature).
- \*This form is designed to help you to make sure you include all the minimum information listed in regulation 5, by completing all the required fields on this form.
- The application fee payable in respect of an application for assessed disclosure is 25 fee units (which is \$46.75 for applications submitted from 1 July 2024 to 30 June 2025).
- The application fee may be waived on the grounds which are listed under [section 16\(2\)](#) of the Act and on this form.

If you submit this request online, we will contact you about the fee to let you know:

- the result of your application to have the fee waived (if you requested this); and/or
- how to pay the fee if needed.

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## Application fee and waivers

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)
- 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)

**If none of the above categories describe your circumstance the fee will remain payable before your application can be accepted.**

Are you requesting the RTI application fee to be waived? (Select 1 option) Required

- yes
- no

Answer this question if you selected 'yes' in *Application fee and waivers > Are you requesting the RTI application fee to be waived?*

**I am requesting this because: (Select 1 option)** Required

- I am impecunious (e.g.holding a health care card)
- I am a Member of Parliament acting in relation to official duty
- 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

Answer this question if you selected 'of general public interest or benefit (you will need to show that you intend to use the information for this purpose)' in *Application fee and waivers > I am requesting this because:*

**Please describe how you intend to use this information** Required

Answer this question if you selected 'I am impecunious (e.g.holding a health care card)' in *Application fee and waivers > I am requesting this because:*

**Please attach your health care card** Required



Please attach all files to the end of this form before submitting it.

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## Applicant's details

**Are you applying on behalf of someone? (Select 1 option)** Required

- yes
- no

Answer this question if you selected 'yes' in *Applicant's details > Are you applying on behalf of someone?*

**Do you have their consent to apply for access to assessed disclosure of information? (Select 1 option)** Required

- yes
- no

Answer this question if you selected 'yes' in *Applicant's details* > *Do you have their consent to apply for access to assessed disclosure of information?*

**Please attach a copy of their written consent** Required



Please attach all files to the end of this form before submitting it.

**First name** Required

**Last name** Required

**Organisation or business name (if applicable)**

**What is your preferred method for communication relating to your application? (Select 1 option)** Required

- email address
- postal address

Answer this question if you selected 'email address' in *Applicant's details* > *What is your preferred method for communication relating to your application?*

**Email address** Required

Answer this question if you selected 'email address' in *Applicant's details* > *What is your preferred method for communication relating to your application?*

**Postal address** (this can be your street address or a GPO box)

Answer this question if you selected 'postal address' in *Applicant's details* > *What is your preferred method for communication relating to your application?*

**Postal address** Required (this can be your street address or a GPO box)

Answer this question if you selected 'postal address' in *Applicant's details* > *What is your preferred method for communication relating to your application?*

**Email address**

**Telephone number** Required (or equivalent contact details e.g. MS Teams where we can contact you during ordinary business hours)

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## Details of request

**General subject of information applied for (a one sentence summary of information requested)** Required

**Do you have a date range to help focus our searching? (Select 1 option)** Required

- yes  
 no

Answer this question if you selected 'yes' in *Details of request* > *Do you have a date range to help focus our searching?*

**Start date** Required

D	D	M	M	Y	Y	Y	Y
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Answer this question if you selected 'yes' in *Details of request* > *Do you have a date range to help focus our searching?*

**End date** Required

D	D	M	M	Y	Y	Y	Y
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**Describe the specific details of the information you seek – you must include all relevant dates and time periods that may relate to the information being sought, if (or to the extent) known by you.** Required


**Description of your efforts made prior to this application to obtain this information** Required


**Are you applying for your own personal information? (Select 1 option)** Required

- yes
- no

Answer this question if you selected 'yes' in *Details of request* > *Are you applying for your own personal information?*

**Please attach your proof of identity.** Required



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**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 object of the Act:

- (1) *The object of this Act is to improve democratic government in Tasmania –*
- (a) *by increasing the accountability of the executive to the people of Tasmania; and*
  - (b) *by increasing the ability of the people of Tasmania to participate in their governance; and*
  - (c) *by 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 –*
- (a) *that this Act be interpreted so as to further the object set out in subsection (1); and*
  - (b) *that 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.*

## Responsibilities of the City of Hobart

- 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, unless extended by agreement with you or, if agreement cannot be and specified circumstances apply, then by the Ombudsman.
- 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 you have not received notice of the decision within the periods specified above you may apply to the Ombudsman for a review of a decision.
- A public authority, in accordance with sections 13(6), (7) and (8) of the Act –
  - (i) must take reasonable steps to assist the person to make an application that complies with section 13 of the Act; and
  - (ii) may negotiate with an applicant to refine or redirect an application; and
  - (iii) if requested, must make available general details of information in possession of the public authority.

## Declaration

### In making this application: (Select 1 or more options)

- I declare the information I have provided is true and correct. Required
- I agree that by typing my name below I have signed this application for assessed disclosure of information as at the date I submit this form. Required

Name of signatory Required

Required

D	D	M	M	Y	Y	Y	Y
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For information on how the City manages, handles and protects personal information it collects please refer to the City's [Privacy Statement and Policy](#).

End of form

Don't forget to attach all files before submitting this form