


Application for Access to Personal or Health Information

City Performance

Applicant			
Surname			
Given Name			
Address			
Suburb		Postcode	
Phone/Mobile Phone			
Email Address			
I agree to receive correspondence at the above email address			
Details of Request			
Request Made Under s.14 of the <i>Privacy and Personal Information Protection Act 1998</i> cl.7 Schedule 1 of the <i>Health Records and Information Privacy Act 2002</i>			
The documents are			
I wish to inspect the document(s)	Yes	No	
I require a copy of the document(s)	Yes	No	
I require access in another form	Yes	No	
Consultation			
If you are seeking the personal information of someone else, in processing your application, it may be necessary to consult with the other parties. If you object to the disclosure of your name as the applicant, please indicate below Yes No			
Fees & Charges (Apply only to third party access)			
Attached is a cheque/cash to the amount of \$30 to cover the application fee and the first 20 hours processing. Note: In certain cases, a 50% reduction in fees and charges may apply – see the section on fees and charges on the back of this form. If you consider you are entitled to a reduction, submit a request with copies of supporting documents with this application. I am requesting a reduction in fees. Yes No			
Proof of Identity			
<i>(Only required when an applicant is seeking to access their own personal information).</i> When seeking access to personal information, you must provide proof of identity in the form of an original or a certified copy of any one of the following documents			
Australian Drivers Licence (with photograph signature & current address)	Current Australian Passport	Other proof of signature and current address details	
Applicant's Signature		Date	

Privacy Notification: The information on this form is being collected by Council for administrative purposes. It will be used by Council staff for purposes relating to your application and may also be disclosed to persons and/or organisation outside Council for this or a directly related purpose. The supply of this information to Council is voluntary however without it, Council may be unable to process your application. Persons identified on this form may at any time, apply to Council for access to this information at any time.

Office Use Only		
Related Policies:	POL 12/267 – Privacy Management Plan	
TRIM Form Number	FM11/119 (Form 483)	
Owned by (Department):	City Performance	



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