Mareeba SHIRE COUNCIL

65 Rankin Street
PO Box 154
MAREEBA QLD 4880
P 1300 308 461
W www.msc.qld.gov.au

Right to Information and Information Privacy Access Application

PRIVACY NOTICE: Mareeba Shire Council is collecting your personal information in accordance with section 24 of the *Right to Information Act 2009* (Qld) in order to process this application. Your personal information will only be accessed by authorised Council employees. Your personal information will not be used for any other purpose or disclosed to any other person or entity unless you have given us permission, or we are required by law. Please refer to Council's *QPP Privacy Policy* for further information on access or correction of personal information held by Council.

PART ONE			
YOUR DETAILS ***(optional – unless you are applying for your own personal information)***			
First Name			
Last Name			
Organisation/Company name (if applicable)			
Contact Phone Number/s			
PREFERRED METHOD OF CONTACT (*sufficient contact details must be provided in order to process your application)*			
☐ Email ☐ Post			
Email Address			
Postal Address			

PART TWO	
APPLICATION DETAILS (*Please tick one (1) relevant box that applies)*	
☐	All of the documents I'm applying for contain my personal Information (**Complete Section 1 and Part Three**)
☐	I'm seeking access on someone else's behalf, and all the documents contain that person's personal information **(Complete Section 2 and Part Three)**
☐	Some of the documents I'm applying for do not contain my personal information (**Complete Section 1 and Part Three**) *Application Fee is payable.
☐	I'm seeking access on someone else's behalf, and some of the documents do not contain that person's personal information **(Complete Section 2 and Part Three)** *Application Fee is payable.
☐	None of the documents I'm applying for contain my personal information OR I'm seeking access on someone else's behalf, and none of the documents contain that person's personal information **(Proceed to Part Three)** *Application Fee is payable.

***Application fee is payable**
Mareeba Shire Council will contact you to advise how you should pay your application fee.

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SECTION 1

Provide proof of your identity

Documents that provide sufficient evidence of identity include:

- Certified copy* of:
  - Current driver's licence
  - Identifying page of current passport
  - Birth certificate
- Copy of a prisoners identity card certified by a corrective services officer
- Statutory declaration of an individual who has known the applicant for at least one year

** A certified copy means a copy of the document that is certified by a qualified witness as being a correct copy of the document. A qualified witness is a lawyer or notary public, a commissioner for declarations, a justice of the peace or a pharmacist.*

Proof of identity must be provided to Council with 10 business days.

SECTION 2

PERSON'S DETAILS

First Name	
Last Name	

PROVIDE PROOF OF THE PERSON'S IDENTITY

Documents that provide sufficient evidence of identity include:

- Certified copy* of:
  - Current driver's licence
  - Identifying page of current passport
  - Birth certificate
- Copy of a prisoners identity card certified by a corrective services officer
- Statutory declaration of an individual who has known the applicant for at least one year

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Proof of identity must be provided to Council with 10 business days.

PROVIDE PROOF OF AUTHORISATION TO ACT ON THIS PERSON'S BEHALF

Examples of evidence of agent's authorisation:

- A Will
- Court order appointing the agent to act as the applicant's guardian
- Client agreement authorising a legal practitioner to act for the applicant
- Evidence the agent is the child's parent or legal guardian
- Letter of authority from the applicant appointing the named agent to act on their behalf to make an application

Proof of authorisation must be provided to Council with 10 business days.

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PART THREE
PARTICULARS
Please provide specific and detailed information about the documents you are seeking, as this will assist in processing your application. • The subject matter of the documents you are seeking • Any other details you believe will assist us in dealing with your application
DETAILS OF REQUEST
TIME PERIOD/DATE RANGE

Office Use Only	
Date Received	
Application Fee Received (if applicable)	☐ Yes ☐ No
Proof of identity sighted	☐ Yes ☐ No
Receiving Officer (print name)	
Receiving Officer (signature)	