

### Applicant's Details

Name:

Postal Address:

### Daytime contact information

Telephone:

Email:

### Public Authority or Minister applied to:

Environment Protection Authority  Minister for Environment

### General topic of information applied for:

(One sentence summary of information requested)

### Description of efforts made prior to this application to obtain information:

e.g. have you looked on our website?

### Application Fee or Application to Waive Fee

#### Application fee included (please tick)

Direct Deposit to WESTPAC BSB 037-001, Account 785566 or

Credit Card – by calling 03 6165 4599

For the current application fee, please refer to the [EPA website](#).

OR

#### Application for fee waiver (please indicate category)

- Member of Parliament**, in relation to official business
- Journalist**, in relation to professional duties
- Financial Hardship** (e.g. holder of a Centrelink or Veterans Affairs Card)
- General Public Interest or Benefit**  
(you will need to show that you intend to use the information for this purpose)

**Reason application fee should be waived:**

(if there is insufficient room in the space provided, please attach further details)

## Proof of Identity

If an 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 the box if you are required to provide proof of identity

## Details of information sought

(if there is insufficient room in the space provided, please attach further details)

## What time period/date range would you like us to search within?

**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 –
  - (a) increasing the accountability of the executive to the people of Tasmania; and
  - (b) increasing the ability of the people of Tasmania to participate in their governance; and
  - (c) 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 –
  - (a) this Act be interpreted so as to further the object set out in subsection (1); and
  - (b) 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 Request  
Environment Protection Authority  
GPO Box 1550  
HOBART 7001  
or by email to: [RTI@epa.tas.gov.au](mailto:RTI@epa.tas.gov.au)
- Applications are to be made in writing and include the information required by Regulation 5 of the *Right to Information Regulations 2021*.
- Applications are to be accompanied by the application fee. For the current application fee, please refer to the EPA website
- 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 a journalist acting in connection with their professional duties; 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.