

# Right to Information Application Form

Use this form to make an application for access to South Bank Corporation (SBC) documents. Please refer to the RTI Fact Sheet for more information about how to make an RTI application to SBC.

An RTI application can be made for documents held by SBC. Document is broadly defined and includes material with writing or meaningful marks, symbols or figures on it, and any disc, tape or other article from which images, writing or messages can be produced.

RTI applications can be made by anyone including an individual, organisation, company, authorised agent or representative as well as a parent making an application for a child.

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## Instructions

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### 1. **Valid Application**

Before the RTI application is accepted as valid under the RTI Act, it must:

- be in writing (use this form)
- accompanied by the application fee (if applicable)
- give sufficient information concerning the document to enable us to identify the document
- give an address to which notices to you may be sent
- evidence of identity (where applying for your own personal information)
- evidence of any person who is authorised to act for a person who is applying for their own personal information

### 2. **RTI officer assistance**

You might like to email the SBC RTI officer for assistance before submitting this application form.

### 3. **Fees and charges**

**Application fee:** There will be an application fee payable at the time you make your application if you request access for any documents that do not contain your own personal information. There is no power to waive an application fee.

**Processing Charges:** The processing charge is the charge for the time an agency spends processing the application. No processing charge is payable in relation to documents containing the applicant's personal information. However, access charges may be payable.

- **Payment of application fee**

The application fee cannot be paid by credit card via email or telephone.

If your application requires an application fee, once we receive your application we tell you how to pay the fee.

- **Charges Waiver – financial hardship**

The application fee must be paid, however if an applicant is experiencing financial hardship they may apply for a waiver of any processing or access charges. This can be done at the time of application or at any time during the processing period.

**Concession card holders**

Applications for financial hardship must be made in writing to SBC. If you hold a valid concession card, and you are seeking a waiver of processing and access charges, you must show the RTI officer your card or attach a copy of the card to your application. Not all concession cards are accepted. For individuals, financial hardship is assessed by whether you hold a:

- healthcare card
- pensioner concession card from Centrelink
- pensioner concession card from the Department of Veteran Affairs.

You must provide a copy of your concession card (both sides) when you apply in writing for the charges to be waived.

If you apply in person, bring along your original concession card and we will view it and return it to you.

**Non-Profit organisations**

Non-profit organisations may apply to the Information Commissioner for a ruling on whether or not they qualify for a charges waiver. Please wait until you have a decision from the Information Commissioner on your financial hardship status before you submit your application. If financial hardship status is granted, this status will remain current for one year from the date of the Information Commissioner's decision, unless there is a substantial improvement in your organisation's financial circumstances.

If you have financial hardship status, you must provide the RTI officer with a copy of the notice from the Office of the Information Commissioner showing that financial hardship status has been granted.

- **Identity documents**

Valid forms of ID under the RTI Act are documents that could reasonably be accepted as evidence of the person's identity include:

- a passport, a birth certificate, or a relevant authority in the form of a card (or a certified copy)
- an electronic PDF document of a relevant authority created using the approved app under the *Transport Planning and Coordination Act 1994*
- a digital authority for a relevant authority displayed to the agency under the *Transport Planning and Coordination Act 1994*, section 29AI(2)
- a statutory declaration from an individual who has known the person for at least one year (declaration template can be downloaded at [Download a statutory declaration form | Your rights, crime and the law | Queensland Government](#)).
- for prisoners only: a copy of a prisoner's identity card that is certified by a Corrective Services officer.

This list is not exhaustive and other documents may also satisfy the requirement to provide evidence of an applicant's identity, such as a Medicare card or citizenship certificate.

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## Application Form

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### 1. Applicant Details

Applicant or agent name

Organisation / Company name (if relevant)

Contact address

Postal

Email

Phone

### 2. Application fee required?

#### No application fee payable

- ☐ All of the documents I'm applying for contain my personal information OR
- ☐ I am seeking access on someone else's behalf, and all the documents contain that person's personal information

#### Application fee payable (\$57.65)

- ☐ Some of the documents I'm applying for do not contain my personal information OR
- ☐ I am seeking access on someone else's behalf, and some of the documents do not contain that person's personal information

#### Application fee payable (\$57.65)

- ☐ None of the documents I am applying for contain my personal information OR
- ☐ I am seeking access on someone else's behalf, and none of the documents contain that person's personal information

### 3. Individual or agent

Are you seeking access to information on someone's behalf?

- ☐ No
- ☐ Yes (provide authorisation to act on the person's behalf)

#### Name or person

### 4. Documents requested

Description of document

I am requesting access to the following information:

#### Document format or type

I would like the request limited to the following document types:

- ☐ Email
- ☐ Video
- ☐ Photograph
- ☐ Paper file
- ☐ Audio file
- ☐ Print out of data from data base
- ☐ Plans
- ☐ Other

#### Time period

I would like you to search for documents created within the following timeframe:

DD/MM/YY to DD/MM/YY

### **Additional information**

Additional information which may assist SBC locate relevant documents:

### **Preferred access method**

I would like to be provided access to the documents by:

- ☐ hard copy by post or collection
- ☐ electronic copy
- ☐ personal inspection
- ☐ Other .....

### **5. Evidence of identity**

If you are seeking access to documents that contain personal information either in relation to you or on behalf of another person, you must provide:

- evidence of your identity with this application or within 10 business days of making this application in order for your application to be processed.
- if you are seeking documents that contain the applicant's personal information, then the applicant and any agent must provide evidence of their identities.
- if you are not seeking access to your own personal information, you are not required to provide evidence of identity.

### **6. How to submit an RTI Application**

#### **by email**

privacy@south-bank.net.au

#### **by post**

South Bank Corporation  
PO Box 2001  
South Bank QLD 4101  
Australia

#### **in person**

South Bank Corporation  
South Bank House  
Cnr Ernest & Stanley Street Plaza  
South Bank Brisbane  
Australia

## 7. Declaration

I declare that:

- The information provided in this form is complete and correct.
- I have read the Collection Notice.
- Where applicable, I have attached documents required for the purpose of this application (e.g. evidence of identity, authorisation to act on another person's behalf, evidence of financial hardship status).
- If I cannot attach any required copies of documents, I will provide them to the agency within 10 business days of making this application.
- I have made arrangements to pay the application fee (where relevant).

Name

Date

## Collection Notice

*The Information Privacy Act 2009 applies to the South Bank Corporation. The personal information you provide on this form is collected for the purpose of dealing with your RTI application. This information, as well as any other personal information the SBC collects about you during the course of the entire RTI application process, may be used by SBC and possibly disclosed to relevant third parties, as permitted under the RTI Act.*