| **Application to Waive or Reduce Fees** |
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| Please use this form if you are applying for access to information held by Tourism NT under Freedom of Information (FOI) and would like to request that the fees be waived or reduced. If you need help filling out this form, or if you have any questions, please contact the Manager of the Information Management Unit on (08) 8999 1789. |
| **How can we contact you about your application?** |
| Title (please tick one) | Ms [ ]  Mrs [ ]  Miss [ ]  Mr [ ]  Dr [ ]  Other [ ]  |
| First name |  |
| Family name |  |
| Phone – Business hours |  | After hours |  |
| Postal address |  |
| Email |  | Fax |  |
| **Details of your application** |
| Date of application |  |
| Reference number |  |
| **What fee(s) do you want waived or reduced?** (Please tick all that apply). |
| Application fee [ ]  Processing fee [ ]  |
| **Circumstances that warrant waiver or reduction of fees** |
| To make a decision, Tourism NT must consider the circumstances of your application (including financial hardship, if applicable) and the objects of the *Information Act 2002* (NT). You should provide as much information and evidence as you can to show that your application is a special case that justifies Tourism NT departing from its usual practice of requiringfull payment of application and processing fees. Attach another page with more information if you need to. |
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| **Identification** |
| We need proof of your identity before we can accept your application. If you are sending your application via email, post or fax, you can attach a copy of an identification document, for example, a drivers licence, passport or OCHRE card. If you are applying in person, you can show your ID to an official, or they might be able to confirm your identity in some other way. (Please tick one). |
| I attach a copy of an identification document [ ] I would like to prove my identity in another way [ ]  |
| Signed |  | Dated |  |
| **More information** |
| If you are in the Northern Territory, you can submit your application in person at any Receiver of Territory Monies (RTM) office or Territory Business Centre. Applications can also be submitted via email or post to the Manager of the Information Management Unit. If you would like more information, or need help filling out this form, please contact the Manager of the Information Management Unit:t: (08) 8999 1789e: Records.TourismNT@nt.gov.aup: GPO Box 3200, Darwin NT 0801 |
| **Privacy** |
| The *Information Act 2002* (NT) requires you to supply your name and an address for correspondence, as well as sufficient details to identify the information you want. Additional contact details will assist Tourism NT to process your application. If you want to discuss privacy issues, please contact the Manager of the Information Management Unit on (08) 8999 1789. |