Application for Information Disclosure Form 2026-2027

Right to Information Act 2009

Applicant Details		
Surname:	Title:	
Given Name:	Other Name(s):	
Date of Birth:	Place of Birth:	
Have you been known by another name?	Name:	
Personal Address and Contact Details		
Address:		
Suburb:	State:	Postcode:
Daytime contact information		
Telephone:	Mobile:	
Email:		

Public Authority applied to: PROPERTY AGENTS BOARD		
General topic of information applied for:(one sentence summary of information required)		
Description of efforts made prior to this application to obtain this information:		
Application Fee		
☐ Application fee included (please tick).		
OR		
Application for waiver (please tick)		
☐ Member of Parliament	☐ Impecunious applicant	☐ General public interest or benefit
Reason application fee should be waived *(if there is insufficient room in the space provided please attach further details)*		

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Proof of Identity:

If 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 if you are required to provide proof of identity)

Details of the Information sought: *(if there is insufficient room in the space provided please attach further details)*

Applicant's signature

Date

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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 Officer
  Property Agents Board
  GPO Box 709
  Hobart TAS 7001

  OR

  Email to: *board@propertyagentsboard.com.au*
- Applications are to be made in writing and include the information required by Regulation 4 of the *Right to Information Regulations 2010*.
- Applications are to be accompanied by the application fee. This fee is 25 fee units, which is **$49.00 as at 1 July 2026** and is indexed annually.
- 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 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.