



# RUAPEHU DISTRICT COUNCIL

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For Council Use

## Request for Official Information

(Local Government Official Information and Meetings Act 1987)

### Details of Person Requesting Information

Full Name \_\_\_\_\_  
Postal Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Phone (Day) \_\_\_\_\_ Email \_\_\_\_\_

### Category of Information Requested (tick appropriate box)

Official Information  Personal Information

Please Note: Personal information means any official information held about an identifiable person. This information can be requested only by the person concerned, or by a properly authorised agent of the person concerned.

### Details of Information Required (please be as specific as possible)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If possible, please attach any information which will assist in processing this request, eg, correspondence, newspaper article, etc

### Details of Manner in Which Information is to be Supplied

(eg, personal inspection of documents, provision of photocopies, written summary, oral report)

\_\_\_\_\_  
\_\_\_\_\_

### Charges for Access to Information

I understand that I may have to pay a charge for OFFICIAL INFORMATION, in which case, I further understand that I will be contacted before any charges are incurred.

I understand that there are no charges for access to PERSONAL INFORMATION, except by a body corporate. However, if I have applied to see or copy any document which does not itself contain personal information (eg, a manual which is used in decisions affected me), I understand that I may have to pay a charge, in which case I further understand that I will be contacted before any charges are incurred.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Governance Manager to Complete**

Date after this form was received \_\_\_\_\_

Reply required by (20 working days) \_\_\_\_\_

Name of Group affected by request \_\_\_\_\_

Action taken \_\_\_\_\_

Name of Officer authorising above action \_\_\_\_\_

Date of above action \_\_\_\_\_

Charges payable by person requesting information?  Yes  No

Method of identifying person requesting  
PERSONAL INFORMATION (eg, specimen  
signature, drivers licence, credit card, etc) \_\_\_\_\_

**For Use by the Chief Executive** *(if request is refused by Group receiving request)*

Opinion of the Chief Executive \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date when person requesting information was notified \_\_\_\_\_