



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 _____

Council Officer 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 _____