

**Please read the following information carefully before proceeding with your application**

It is recommended that you contact the RTI Officer for assistance and advice before completing and submitting this application form.

The information you are seeking may already be available online, a search of the Queensland Competition Authority's web site at <http://www.qca.org.au> may locate the information you are seeking. Alternatively certain documents may be available from the QCA upon request.

If you do wish to make a formal application to access information under the *Right to Information Act 2009*, the application must be submitted via this approved form. The completed form should be submitted to:

RTI Officer  
Queensland Competition Authority  
GPO Box 2257  
Brisbane  
QLD, 4001  
Email: [RTI@qca.org.au](mailto:RTI@qca.org.au)  
Fax: +61 7 3222 0599

There is an application fee of \$46.40, which must be paid when submitting the application. Payment to be made by cash, cheque or money order. Additional processing and access charges may apply.

## Contact Details

Your name and address are required for correspondence. Additional details may be supplied for help with correspondence while dealing with your application.

**Title** (e.g. Mr, Mrs, Ms, Miss)

**Given name**

**Surname**

**Organisation / Company Name** (complete if you are making this application on behalf of an organisation or company)

**Postal Address**

**Preferred method of contact**

**Phone**

**Fax**

**Mobile**

**Email**

## Application Details

**1. Document Details** Please provide detailed and specific information about the document(s) you are seeking.

**a. Details on the subject of the document(s) you are seeking** (e.g. the submission consideration process for comments on the XY Draft Report)

**b. The Type of document(s) you are seeking** (e.g. internal memos, emails)

**c. The date range you would like your search to encompass** (e.g. September 2013 - December 2013)

**d. The relevant document reference numbers** (if known)

**e. The relevant area of the documents you are interested in** (e.g. Retail Electricity - BRCI)

**f. Additional information which may be of assistance in locating the relevant documents** (Note: Additional information can be provided as a separate attachment to your applications. Please provide details below on how many pages are attached and number all attached pages appropriately.)

**2. Dissemination Method**

Please provide details on what format you would like the documents provided to you in. *Note: Your preferred format may not be available. Documents can be sent to the applicant free of charge, all other methods incur the charge indicated.*

- Photocopy of document/s (\$0.25/ b/w A4 page)    Documents forwarded by email (\$ Nil)    Documents supplied on USB (\$ Nil)

**3. Financial hardship**

**Concession card holders** - Applications for financial hardship must be submitted in writing. If you hold a valid concession card, and are seeking a waiver of charges, you must attach an authenticated copy of the card to your application.

*Note: Not all concession cards are accepted. Please contact the RTI Officer to ensure your card qualifies.*

**Non-profit organisations** - If you have financial hardship status, a copy of the granted notice from the Office of the Information Commissioner must be provided.

**Note:** *If you are a non-profit organisation and have sought financial hardship status under RTI Act, this application should not be submitted until advice on financial hardship has been received from the Office of the Information Commissioner. If financial hardship status has been granted, this status will remain current for the period of one year unless a substantial improvement in the organisations financial circumstances has occurred.*

**Declaration**

**Privacy Notice:** Upon making this application you have to provide the QCA with personal information such as name and contact details. This information will be used for the purpose of assessing your application and contacting you during the period of assessment. Access to personal information will be restricted to personnel with the appropriate authorisation, this will include but may not be limited to the RTI Officer. All personal information will be handled in accordance to the *Information Privacy Act 2009*.

I declare that:

- The Information provided in this form is complete and correct.
- I have read the privacy notice.
- Where applicable, I have attached documents required for the purpose of this application (e.g. evidence of financial hardship status.)
- In the event 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 included any relevant application fee(s).

I understand that it is an offence to provide misleading information about my identity, and that doing so may result in a decision to refuse to process the application.

Signature:

Date:

**Office Use Only**

Date Received:

RTI Reference:

Application Fee Recieved

No

Yes

Date:

Satisfied as to Identity of Applicant

No

Yes

Date:

Identity Document sighted

No

Yes

Type:

Receiving Office (print name)

Decision Maker Assigned to Application (print name)