

# Form

Effective Date: 01/07/2024 Version: 5.3

## PD 070 - Administrative Access Request for Information

**Responsible Owner:** Director, Legal Services Branch, Assurance Communications and Engagement Directorate.

**Audience:** ☒ SCSD ☒ State Ops ☒ QFR ☒ RFSQ

### PLEASE COMPLETE ALL RELEVANT SECTIONS

OFFICE USE ONLY: Date Received: / / AAS Ref:

#### (A) Applicant Details

**Individuals** (Please provide certified proof of your own identity and payment.)

If you are an individual requesting access to documents, please complete the section below:

**Title:** ☐ Ms ☐ Miss ☐ Mrs ☐ Mr ☐ Other (please specify)

**Surname:** **Given Name:**

**Postal Address:**

**Suburb/Town:** **State:** **Postcode:**

**Telephone No.:** **Mobile No.:** **Facsimile No.:**

**Email Address:**

**Organisations** (Please provide proof of your identity, certified proof of your client's identity, a letter of authority from your client or letter of instruction from your agent allowing you to obtain the information on their behalf and payment.)

If you are making this request on behalf of an organisation or company, please complete the section below:

**Name of Organisation:**

**Postal Address:**

**Suburb/Town:** **State:** **Postcode:**

**Telephone No.:** **Mobile No.:** **Facsimile No.:**

**Email Address:**

#### (B) Request for Personal Information

Describe the documents you require:

**Please attach a separate sheet with additional information if necessary.** (Include information such as date/time/ location of the incident/type of premises/client/owner/occupier details/vehicle details etc.)

#### (C) Request for Non-Personal Information

Non-personal applications include requests for information about:

- Another person; or
- Any activities of the Queensland Fire Department.

Describe the documents you require:

**Please attach a separate sheet with additional information if necessary.** (Include information such as date/time/ location of the incident/type of premises/client/owner/occupier details/vehicle details etc.)

#### PROOF OF IDENTITY

Precautions must be taken to ensure that personal affairs information is released only to the person concerned, or their authorised agent. Proof of identity is required before access to personal information can be given. You are required to provide a copy of a document which will prove your identity. This document must be dated and certified by a Justice of the Peace or Commissioner of Declarations.



Proof of identity can be established by providing a photocopy of one of the following:

- drivers' licence.
- Medicare or health benefits card.
- identifying page of current passport.
- birth certificate.
- birth extract;
- marriage certificate.
- naturalisation certificate or citizenship certificate.
- immigration papers; or
- Other documents issued by the Commonwealth Department of Immigration.

**Note: Please attach a copy to this application – DO NOT SEND ORIGINAL DOCUMENTS.**

**An administrative access search fee is applicable.** Fees and charges are dependent on the type of documents requested. For further information on what reports QFES hold please contact (07) 3635 3548 before submitting your application

- Administrative Access Search Fee - **\$60.35** (up to two documents – 20 pages per document)
- Fire Investigation Report **\$125.15**
- Scientific Report **\$125.15**
- Additional pages/documents **\$9.60** per page, such as photographs and sketches (if available).

All relevant fees should be paid at the time of making the request. Cheques should be made payable to the **Queensland Fire Department** Payments may also be made using a Credit Card; refer below.

Application and Payment by Mail	Application and Payment by email
Complete application form and credit card details below or make cheque/money order payable to: QUEENSLAND FIRE DEPARTMENT <b>Mail to: QFD Administrative Access Scheme GPO BOX 1425 BRISBANE QLD 4001</b>	Complete application form and credit card details below and email to: <a href="mailto:QFESadminaccess@qfes.qld.gov.au">QFESadminaccess@qfes.qld.gov.au</a>  All credit card details will be destroyed upon receipt of payment

#### QUEENSLAND FIRE DEPARTMENT

#### Administrative Access Scheme Payment Slip

Amount Due: \$

#### Method of Payment:

Cheque ☐ MasterCard ☐ Visa ☐

Card Number:

Cardholder's Name:

Signature:

Expiry Date:

Client Name:

#### Is my application Personal or Non-personal?

Whether an application is personal or non-personal is not always readily apparent. For example, say you were applying for a copy of a report about a fire at a house you own. If it is a rental property, it would be deemed non-personal because it concerns your business affairs, not your personal affairs. If it is your principal place of residence, the application would be deemed personal. In such cases, you would need to provide some evidence for us to be able to deem your application personal in nature.

#### Personal Applications

If your application is solely for access to documents that contain information concerning your personal affairs, it is termed a personal application.

The term 'personal affairs' covers only information about the private aspect of a person's life, not about things done in a job, business, or a position held. Information about a person at work or about their business will not usually concern their personal affairs.

The fact that a document is of great personal concern to you does not mean it necessarily relates to your personal affairs.

Please note: only individuals can have personal affairs; not companies, clubs or other organisations.

#### Privacy Statement

The personal information you provide will only be used for the purpose of processing your application. It will only be disclosed to authorised persons or if disclosure is required to fulfil statutory, administrative or other public responsibilities.