

Sufficient Interest in the Assessment Record **POLICY FIN19**



Name	FIN19 Sufficient Interest in the Assessment Record
Policy Type	Council
Responsible Officer	Director Corporate and Community
Approval Date	15/07/2025
Review Date	14/07/2029

1. Purpose

This policy outlines the criteria for a person to be considered as having sufficient interest to have access to Council's Assessment Record in relation to an allotment.

2. Scope

This policy applies to all parties seeking to view the Assessment Record.

3. Definitions

For the purposes of this Policy, the following definitions apply:

Assessment Record	<p>A record of each allotment within Litchfield Council containing:</p> <ul style="list-style-type: none"> (a) A brief description of each allotment within the area and a statement of its assessed value; (b) if a charge is imposed on non-rateable land in the area – a brief description of the land; (c) the name and address of the owner of the land; (d) if the owner is not the principal ratepayer for the land – the name and address of the principal ratepayer; (e) if the land is subject to a different rate on the basis of its use – the land use; and (f) other information the council directs to be included in the record.
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4. Policy Statement

- 4.1. In determining whether a person has a sufficient interest in the assessment record in relation to an allotment, the person must satisfy the criteria for one of the below options:
- 4.1.1. the person is a legal practitioner; or
 - 4.1.2. the person is a licensed conveyancer; or
 - 4.1.3. the person completes a statutory declaration that provides:
 - (a) a reasonable explanation – whether personal or professional in nature – for making a request to inspect or copy the assessment record; and
 - (b) that the information inspected and / or copied from the assessment record will be kept confidential; and
 - (c) that the information inspected and / or copied from the assessment record will not be used for any other purpose that has not been identified in the reasons provided under 4.1.3(a).
- 4.2. In determining the reasonableness of the explanation under 4.1.3(a), the Chief Executive Officer will consider:
- 4.2.1. the risk of detriment to the owner or principal ratepayer;
 - 4.2.2. the public interest; and
 - 4.2.3. whether all information contained on the assessment record is released or only part thereof.

5. Associated Documents

Nil

6. References and Legislation

Section 230(5) of the *Northern Territory Local Government Act 2019*

Northern Territory Information Act 2002

7. Review History

Date Reviewed	Description of changes
19/05/2021	Policy Adopted
01/07/2021	Policy effective date <i>(in line with implementation of Local Government Act 2019)</i>
15/07/2025	Policy reviewed and amended to include consideration to the type of information on the assessment to be released in respect to 4.1.3.