

FREEDOM OF INFORMATION APPLICATION FOR ACCESS TO DOCUMENTS

(under Freedom of Information Act 1992, s.12)

DETAILS OF APPLICANT:

Surname: _____ Given Names: _____

Australian Postal Address: _____

Postcode: _____

Telephone Number(s): _____

Name of Organisation/Business: (If an application is on behalf of an organisation)

DETAILS OF REQUEST:

Personal Documents

Non-personal Documents

I am applying for access to document(s) concerning: _____

FORM OF ACCESS:

I wish to inspect the document(s) Yes No

I require a copy of the document(s) Yes No

I require access in another form Yes No

Specify format: _____

FEES AND CHARGES:

Attached is a cheque/cash to the amount of \$30.00 to cover the application fee. I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

In certain cases a reduction in fees and charges may apply – see Notes attached. If you consider you are entitled to a reduction, submit a request with copies of documents that address the criteria in the Notes and support your application for a fee reduction.

I am requesting a reduction in fees and charges: Yes No

APPLICANT'S SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

FOI Reference Number: _____

Received on: _____

Deadline for Response: _____

Acknowledgement sent on: _____

PROOF OF IDENTITY
(if applicable)

Type: _____

Sighted: _____

Type: _____

Sighted: _____