



APPLICATION FOR ACCESS TO DOCUMENTS
(Under Freedom of Information Act, 1992, S.12)

DETAILS OF APPLICANT:

SURNAME

GIVEN NAMES

AUSTRALIAN POSTAL ADDRESS

POSTCODE TELEPHONE:

EMAIL ADDRESS:

IF AN APPLICATION IS ON BEHALF OF AN ORGANISATION NAME OF ORGANISATION/BUSINESS

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DETAILS OF REQUEST

I am applying for access to document(s) concerning (if insufficient space please attach details):

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NOTE: If more space is needed, leave this section blank and attach extra pages to the application.

FORM OF ACCESS:

I wish to inspect the document(s)	Yes	No
I require a copy of the document(s)	Yes	No
I require the document(s) in a different form	Yes	No

Other (please specify)

.....

FEES AND CHARGES

The *Freedom of Information Regulations 1993* includes a schedule of fees and charges payable under the FOI Act. An application fee of \$30 is payable when lodging an application for access to documents containing non-personal information.

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.

PERSONAL INFORMATION

The FOI Act allows a person to have access to personal information about themselves, subject to some limitations. However, it protects the personal and professional privacy of other individuals by providing an exemption for personal information about a third party (other than the access applicant) and imposing a duty upon the agency to consult any such third party if the agency is considering disclosing personal information about them.

Please advise if you agree to delete from the scope of the application, any personal information related to third parties. This removes the necessity to consult with the third parties and reduces the amount of time required to deal with the application.

I do not require access to any “personal information” and understand that such information will be deleted from any documents released.

NOTE: Consultation with third parties may still be necessary in relation to any commercial / business information contained in documents.

APPLICANTS SIGNATUREDATE.....

OFFICE USE ONLY

FOI REFERENCE NUMBER

..... RECEIVED

ON..... DEADLINE

FOR RESPONSE

ACKNOWLEDGEMENT SENT ON

.....

PROOF OF IDENTITY (IF APPLICABLE):

TYPE: SIGHTED:

TYPE: SIGHTED: