



FREEDOM OF INFORMATION REQUEST FOR ACCESS TO DOCUMENTS APPLICATION FORM

To: FOI Officer, City of Whitehorse, Locked Bag 2, NUNAWADING DELIVERY CENTRE VIC 3131 or foi@whitehorse.vic.gov.au

APPLICANT'S DETAILS:

APPLICANT'S NAME:	HOME PHONE:
EMAIL ADDRESS:	MOBILE PHONE:
POSTAL ADDRESS:	
SIGNATURE:	DATE: /...../.....

Under the *Freedom of Information Act 1982*, I wish to gain access to the following document(s), dated/created between:..... and(Please be specific – e.g. provide date/s, document type/s, identify people or groups. Avoid using “all documents’ or ‘including but not limited to”)

.....

.....

.....

.....

.....

.....

.....

.....

a.....

Form of Access: (tick where appropriate)

- I request copies of the document(s) to be forwarded by mail.
- I request correspondence and copies of the document(s) to be forwarded by e-mail.
- I request an inspection of the original document(s).
- I am prepared to inspect copies of the document(s) where the provision of originals would interfere unreasonably with the operation of the City of Whitehorse, eg. plans covered by copyright laws.
- I enclose an application fee of \$30.10 (GST exempt) which is payable in respect of this request and I understand that I will be supplied with a statement of further charges if appropriate.**
- I am suffering financial hardship & request a fee waiver (evidence of financial hardship must accompany this form).**

Note: A 'search fee' of \$22.50 per hour (rounded to the nearest 10 cents), applies to the location of documents. A 'supervision' charge of \$22.50 (to be calculated per quarter hour or part of a quarter hour, rounded to the nearest 10 cents) applies for inspections. Documents are charged at 20c per A4 size copy, larger documents at cost. Please be specific about the required documents so you are not charged for searching and copying documents which may be of no interest but fall within the request because of the wording. Please be sure to read the section on "Charges" on the information supplied with this form.

OFFICE USE ONLY: Receipt No:	Account No: RC250
DATE:/...../.....	

Privacy Statement

The personal information requested on this form is collected by Council for the purpose of processing your Freedom of Information application. The intended recipients of the information are Council officers and authorised contractors. The information will be used solely by Council for that primary purpose or directly related purpose and will not be disclosed to any other party except as required by law. The applicant understands that the personal information provided is for the above mentioned purpose and that they may access the information by contacting Council's Freedom of Information Officer on 9262 6333.