

FREEDOM OF INFORMATION REQUEST

Application to access documents under the *Freedom of Information Act 1982*

APPLICANT'S DETAILS

Name

Address

Suburb

Postcode

Landline

Mobile

Email

DETAILS OF REQUEST

I request access to the following document(s)

Please clearly specify the document(s) sought.

The term 'documents' includes maps, films, photographs, tape recordings and computer printouts.

A request must give such information as is reasonably necessary to enable Council to identify the document(s) sought (s 17(2) of the Act).

DETAILS OF REQUEST CONTINUED

Forms of access (please select)

I want to inspect the documents

I want a copy of the documents

Exclusions

Which documents would you like to exclude from your request?

Draft documents

Commercial information about third parties

Duplicate documents

I do not want to exclude any documents

Privacy

Do you want to access the personal information of other people?

Yes (inc. names and contact details)

No (I understand that it will be redacted from documents)

Yes, but only for certain people listed here:

Consent

Do you consent to Council identifying you as the person requesting their information?

Yes

No

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CHARGES

Application fee - \$32.70 is the fee required to validate the application.

You must pay **\$32.70** by credit card and make payment over the phone via Council's Service Centre on (03) 8290 1333. Council's Service Centre is open from Monday to Friday, 8:30am – 5pm AEST.

Access charges may be payable in addition to the application fee.

ADDITIONAL COSTS

\$23.85 per hour or part thereof for search time

\$0.20 for each A4 black & white photocopy page (other charges apply for coloured pages/larger print sizes)

\$5.96 per quarter hour of part thereof for supervised inspection of documents.

See generally the Freedom of Information (Access Charges) Regulations 2014

FEE REDUCTION OR WAIVER

Fees may be reduced or waived if you are experiencing hardship. You must provide evidence of hardship.

PRIVACY NOTICE

Council will use your personal information to process your application and to contact you in relation to it. You cannot submit your request anonymously. If you agree to Council identifying you as an FOI applicant, your name will be disclosed to any persons or organisations consulted under the FOI Act. Further details on the collection and handling of personal information can be viewed in the City of Stonnington Privacy Policy. You can apply to our Privacy Officer to access or correct your personal information at council@stonnington.vic.gov.au or on **038290 1333**.

DECLARATION

I have read and agree to the Privacy Collection Notice

I declare that all information provided in this application form is true and correct

Signature

Date