

5.2 Freedom of Information Act - Application Form

Application for access to documents

Details of Applicant

Surname: _____

Given names: _____

Australian Postal Address: _____

Postcode: _____ Telephone: _____

Fax: _____ Mobile: _____

If you are making this application on behalf of another person or organisation please provide the name of the person or organisation:

Name: _____

Details of Request

Please tick: Personal information (NO FEE) Non personal information (\$30 FEE)

Please describe the documents you are requesting access to. A more specific request will be processed quicker and at less expense than a more general request. Please include details such as dates and locations.

Form of Access

I wish to inspect the documents Tick appropriate box

I require a copy of the documents

I require access in another form (please specify: _____)

Fees and Charges

A \$30 application fee applies to all requests for information that is not personal to the applicant. Applications for personal information are free of charge. Upon receiving the application the City may request additional fees by way of a notice requiring a deposit.

Applicant's signature: _____ Date: _____

Proof of identity

Type: _____ Number: _____ Sighted: _____