



APPLICATION FOR ACCESS TO INFORMATION

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Under the Freedom of Information Act (NSW) S.17 and S.35 and the Local Government Act 1993 s.12(6).

Applicant details		Date lodged	<input type="text"/>
Applicant's name	Surname	<input type="text"/>	Given Name <input type="text"/>
Postal address <input checked="" type="checkbox"/>	Street	<input type="text"/>	
	Town/locality	<input type="text"/>	Postcode <input type="text"/>
Contact	Phone	<input type="text"/>	Mobile <input type="text"/>

Application details

I request access to document(s) concerning:

These documents ...
Please tick the box that applies to you

do contain information about my personal affairs *do not* contain information about my personal affairs

Name of agency/minister holding the document*see overleaf

Form of access
Please place a tick in the appropriate box.

I wish to inspect the document(s)	YES	NO	
	<input type="checkbox"/>	<input type="checkbox"/>	
I require a copy of the document(s)	<input type="checkbox"/>	<input type="checkbox"/>	
I require access in another form	<input type="checkbox"/>	<input type="checkbox"/>	If YES, specify <input type="text"/>

Fees and charges

Freedom of Information Act application fee \$30

Attached is: Cheque Money order Cash (do not send cash through the mail)

Attached is a cheque/money order/cash to the amount of \$30 to cover the *Freedom of Information Act* application fee. I understand that I may be required to pay processing charges in respect of this request and that I will be supplied with a statement of charges if appropriate.

Note: In certain cases a **50% reduction of fees and charges** may apply- see the section on fees and charges on the back of this form. If you consider you are entitled to a reduction, send a request with copies of supporting documents with this form.

Applicant's signature

Date

Send applications to the Agency or Minister's office which holds the documents to which you seek access.

FOR MORE INFORMATION SEE OVERLEAF.

OFFICE USE ONLY

<input type="text"/>	Allocation No.	<input type="text"/>	FOIA Fee	\$	<input type="text"/>
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Requests for access to an agency's or Minister's documents

- Applicants need to provide sufficient information to enable the correct document/s to be identified, though agencies are obliged to help you with your application.
- If you are seeking documents relating to your personal affairs the agency may request proof of your identity.
- If you are seeking a document(s) on behalf of another person relating to their personal affairs, the agency may ask you to submit a consent form signed by that person.
- A request will be dealt with as soon as practicable (and, in any case, within 21 days) after it is received.
- An agency, on receiving an FOI application, may assist the applicant to direct the application to another agency or transfer the application to another agency as appropriate.

Forms of access

Various forms of access are available depending on the form in which the information is stored. They include:

- inspection of documents;
- copy of documents;
- hearing and/or viewing audio and/or video tapes;
- transcript of recorded document;
- transcript of words recorded in shorthand or encoded form;
- produce document from computerised information.

Where an agency or Minister is unable to grant access in the form you requested, you may be given access in a different form.

Application fees and processing charges

The approved application fee can range from \$20 to \$30 with \$30 being the most common fee charged by agencies. A cheque/ money order/ cash for the appropriate amount must be forwarded to the Agency/ Minister with the request for access.

Processing charges may also apply for dealing with the application. For personal request no processing charges will be payable for the first 20 hours. For non-personal requests processing charges of \$30 per hour will apply from the first hour. A schedule of fees and charges is available from the FOI Manager in the agency holding the document(s) you require access to.

A 50% reduction in fees will be granted to holders of a Pensioner Health Benefit Card or those with equivalent incomes (and children). Non-profit organisations may also be able to demonstrate financial hardship and receive similar reduction. In addition, where a demonstrated public interest is involved a similar reduction may apply.

Where significant correction of a personal record(s) results from an FOI request, provided the error was not due to the person's fault, a 100% refund of all fees and charges will be granted.

Refusal to process requests

Sections 22, 25 & 26 of the Freedom of information Act explain the circumstances under which an agency may refuse or defer access to information.

For further information

Most government agencies have an FOI officer who can help you with your queries. If you are unsure about the agency concerned, contact:

Government Information Service	Ph (02) 9743 7200	Fax (02) 9743 7124
Toll Free (NSW Country)	Ph 1800 46 3955	
Premier's Department FOI Coordinator	Ph (02) 9228 4441	Fax (02) 9228 4421