Application for Access to Documents under the *Freedom of Information Act* *1982*

**Applicant details**

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| --- | --- |
| **Name of applicant** |  |
| **Postal address** |  |
| **Contact number/s** |  |
| **Email** |  |
| **Name of organisation** (if applicable) |  |

If you are lodging an application on behalf of another person, please provide a signed third-party authority form with a copy of your photographic identification.

**My preferred method of communication is:**

[ ]  Email [ ]  Phone

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| **Request details:** Please provide as much information as possible to enable us to identify the documents you are seeking. Please also include a specific date range (day, month, year). |

**Consultation:** If it is necessary to consult with other parties regarding your application, do you object to your name being released as the applicant?

[ ]  I do not object to my naming being released [ ]  I object to my name being released as the applicant

**Excluding information that is not relevant to you:** Some document(s) may have exempt or irrelevant information but may also contain information that could be released to you. An edited copy can be provided with the exempt or irrelevant information removed, in accordance with Section 25 of the FOI Act.

**I wish to receive an edited copy of the document(s), with the exempt or irrelevant information removed.**

[ ]  I want edited copies [ ]  I do not want edited copies

*If you do not want edited copies of documents, an entire document is exempt and may be refused in full.*

**How would you like to receive or view the documents?**

[ ]  Email [ ]  Mail (charges apply) [ ]  Document inspection in person (charges apply)

**General information**

If you would like assistance filling out this form or require further information, please contact the Freedom of Information (FOI) Officer on 9240 1111.

The FOI Act and other FOI information is available online at the Office of the Victorian Information Commission (OVIC) website at [ovic.vic.gov.au](https://ovic.vic.gov.au/).

**Application Fee:** The prescribed FOI application fee for 2023/2024 is **$31.80**. This application fee is non‑refundable.

[ ]  I would like you to issue me with an invoice for paying the application fee.

[ ]  I have attached a cheque for $31.80 to this application.

[ ]  I seek a waiver of the application fee based on hardship, and I have attached a copy of my current health care card or other evidence in support.

Requests are also subject to access charges as prescribed under the *Freedom of Information Act* 1982 (the Act) and the *Freedom of Information (Access Charges)* *Regulations* 2014.

**Lodging your application**

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| --- | --- | --- |
| **Email:** | foi@merri-bek.vic.gov.au | **In person at Council’s Citizen Service Centres:** |
| **Post:** | FOI OfficerMerri-bek City Council Locked Bag 10Brunswick VIC 3056 | * 90 Bell Street, Coburg
* 233 Sydney Road, Brunswick
* 50 Wheatsheaf Road, Glenroy
 |

**Privacy Statement**

The personal information requested on this form is being collected by Council for the purpose of processing your Freedom of Information request and will be used for that primary purpose or directly related purposes.

Council may notify and consult with third parties in considering whether an exemption exists under sections 29, 31, 31A, 33, 34 or 35 of the FOI Act. This may involve disclosing details such as your name, the terms of your request, and the documents falling within the scope of your request that concern the relevant third party.

The personal information collected may be disclosed in applying relevant provisions of the *Freedom of Information Act 1982* to the application. It may also be disclosed in transferring the request to other agencies; in consulting with other parties in relation to the application; or if required by law. If the information is not collected, Council may be unable to process the request.

The applicant understands that the personal information provided is for the purpose of processing the request and that they may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council’s Privacy Officer.

**Applicant’s signature**:

**Date**: