

Access to Documents

Application Form

Under the Freedom of Information Act 1992, S.12, an application fee of \$30.00 must accompany this form.

Details of Applicant				
Surname:		First Name:		
Address:				
Postcode:	Phone:		Mobile:	
Email:				
If Application is on Behalf of an Organisation				
Name of organisation/business:				
Details of Request				
☐ Personal information				
Note: personal information is information about you, e.g. family details, details of employment, material in personal records, medical reports etc.				
☐ Non personal information				
I am applying for access to document/s concerning: (please use additional space over the page if required)				
If possible, please indicate a date range for the documents.				
Start date:		End date:		

Forms of Access		
☐ I wish to inspect the document/s		
☐ I require a hard copy of the document/s		
☐ I require an electronic copy of the document/s		
Fees and Charges		
An Application Fee of \$30.00 must accompany this form. No reduction on application fee is applicable. However, in certain cases, a reduction on Processing Fees and Charges may apply – see attached Schedule of Fees and Charges.		
If you are entitled to a reduction on Processing Fees and Changes, please submit a written request along with relevant documentation which addresses the detailed criteria.		
☐ (Please tick) I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a Statement of Charges if appropriate.		
I am requesting a reduction in fees and charges (please tick appropriate): $\ \square$ Yes $\ \square$ No		
Applicant signature:		
Date:		
Details of Request Continued		