



# FREEDOM OF INFORMATION ACT 1982

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## Access Request Form

### 1. Details of Applicant

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Surname: .....

Given Names: .....

Business Name: .....

Address: .....

Telephone: (B) ..... (H) .....

Email:.....

### 2. Details of Request

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I request access to the following document(s):

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### 3. Form of Access (tick one or more)

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- |       |                                   |                              |                             |
|-------|-----------------------------------|------------------------------|-----------------------------|
| (i)   | I want to inspect the document(s) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (ii)  | I want a copy of the document(s)  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (iii) | I want access in another form     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If (iii) please specify:

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.....

### 4. General

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I understand that a further charge may be made in respect to this request and that I will be supplied with a statement of charges.

Signature:

..... Date:

.....

#### Please note:

This application must be accompanied by a **\$28.90** application fee in accordance with section 17(2A) of the FOI Act. (New fee effective 1 July 2018)

#### DECLARATION:

*The Colac Otway Shire Council collects personal information only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.*