





**3. Form of Access (tick one only)**

- i. I request copies of the document(s)
- ii. I wish to inspect the document(s)
- iii. I wish to access the document(s) in another form  If so, please specify:

.....

.....

**4. Application Fees:**

This application must be accompanied by a **\$29.60** application fee in accordance with section 17(2A) of the Freedom of Information Act 1982 (Vic). (This fee was effective 1 July 2019.)

**Applicant's Acknowledgment:**

I enclose the application fee payable in respect to this request. **Yes**  **No**

I understand and acknowledge that further charges may be made in respect to this request in accordance with Section 22 of the Freedom of Information Act 1982 (Vic) and that I will be supplied with a statement of charges.

**Signature:** ..... **Date:** .....

**IMPORTANT INFORMATION:**

**Applications must include the following:**

1. be in writing
2. clearly describe the document(s) you are requesting access to and provide as much detail to allow the agency to reasonably identify the information you are requesting
3. include the \$29.60 application fee
4. be made to the agency that holds the documents you are seeking.

If the documents are about your personal affairs, you should provide evidence of your identity, for example, a photocopy of your current driver's licence. If you are unsure about what ID to provide, please contact the FOI Officer at Council.

Processing of your request cannot begin if any of the required information above and payment is not supplied. If you are unsure about what to include with the request, contact the FOI Officer at Council.

**Lodging your Freedom of Information request:**

To lodge a FOI request, email your completed form to [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au) or physically deliver to 2-6 Rae Street COLAC or mail to PO Box 283 COLAC VIC 3250 and make payment of the \$29.60 fee by credit card payment form, by cheque or in cash over the counter. *(Please refrain from sending cash via mail.)*

Further information can be obtained by contacting Council's FOI Officer on 03 5232 9400.

**COLLECTION NOTICE:**

*The Colac Otway Shire Council collects personal information only for the purposes contemplated by the form (primary purpose). In some instances, however, disclosure is required by law, or for consultation with professional Freedom of Information consultants 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 Privacy and Data Protection Act 2014 (Vic). Should you need to change or access your personal details or require further information about Council's Privacy Policy, please contact our Privacy Officer on 5232 9400.*