



FREEDOM OF INFORMATION ACT 1982

Access Request Form

1. Details of Applicant

Surname:

Given Names:

Business Name:

Address:

Telephone: (B) (H)

Email:.....

2.Details of Request

I request access to the following document(s):

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3. Form of Access (tick one or more)

- (i) I want to inspect the document(s) Yes No
- (ii) I want a copy of the document(s) Yes No
- (iii) I want access in another form Yes No

If (iii) please specify:

.....

.....

4. General

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 Freedom of Information Act 1982 (Vic). (This fee was effective 1 July 2018.)

DECLARATION:

The Colac Otway Shire Council collects personal information only for the purposes contemplated by the form (primary purpose) and it 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 Data and Privacy 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.