

Office use only:
Application fee receipt:

Ledger number: 11010-5407

**HOBSONS
BAY CITY
COUNCIL**



Freedom of Information Application

Please email your completed form to foi@hobsonsbay.vic.gov.au

Applicant details:

Surname: _____

Given Name: _____

Postal address for correspondence: _____

Email: _____

Contact telephone: _____

Date of Application: _____

Request details (if there is insufficient space here, please attach a page to this form that specifies the documents you are requesting.)

Documents from / / to / /



Deletion of exempt matter or irrelevant material

Where part of a document is exempt from release or is irrelevant to the request, I agree to receive access to edited documents where section 25 of the *Freedom of Information Act* 1982 applies, in order to receive the part of the document that can be released.

Yes

No

Application fee and access charges

An application fee of \$31.80 (GST exempt) is payable in accordance with section 17(2A) of the *Freedom of Information Act* 1982. Payment is accepted via credit card, cheque, money order or by cash (only for requests made in person at the Hobsons Bay Civic Centre).

Please note that your request may incur access charges in accordance with the *Freedom of Information (Access Charges) Regulations* 2014. You will be supplied with a statement of any applicable charges as your request progresses.

Payment details

I enclose a cheque/money order for \$31.80 (made payable to Hobsons Bay City Council)

or

Please debit \$31.80 from my credit card: Visa / MasterCard (please circle)

Please contact the FOI Officer via foi@hobsonsbay.vic.gov.au to process your credit card payment.

Privacy Collection Statement

The personal information requested on this form is being collected by the Hobsons Bay City Council for the purpose of processing your Freedom of Information application, and for contacting you in regard to your application as required. The personal information will be used solely for this primary purpose. This information provided will not otherwise be disclosed unless required by law and if required by the Office of the Freedom of Information Commissioner or Victorian Civil and Administrative Tribunal (VCAT).

Any credit card details provided for payment of the Freedom of Information application fee or for access charges will be destroyed immediately after the payment is processed. Requests for access to and/or amendment of the information provided may be made to Council's Privacy Officer.