



Knox City Council

# Freedom of Information Request for Access to Documents

To: FOI Officer, Knox City Council, 511 Burwood Highway, Wantirna South 3152.

Requests must be accompanied by an application fee of **\$32.70**. The fee may be waived or reduced if the applicant can demonstrate that payment would cause them hardship.

Surname: \_\_\_\_\_

First Name(s): \_\_\_\_\_

Address \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone No: \_\_\_\_\_

I seek access to the following document(s), dated/created between \_\_\_\_\_ and \_\_\_\_\_

## Form of Access

Copies of documents to be forwarded by mail

An inspection of the documents at Council offices

## Consultation

Please note, if your application seeks access to documents which contain the personal affairs information of a third party, Council must consult with every affected person and seek their views. The consultation process will extend the statutory time for a decision on your request by 15 days.

Is personal affairs information relevant to your document needs? YES  NO

Do you consent to Council removing personal information from any documents released? YES  NO

If consultation is required, do you consent to Council identifying you as the applicant? YES  NO

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The personal information requested on this form is being collected by Knox City Council for the purpose of processing your Freedom of Information request and will be used for that primary purpose or directly related purposes. The personal information collected may be disclosed to third parties if your request is transferred to another agency for processing, if mandatory notification is required or if permitted by law. If the information is not collected Council will be unable to process your request. Requests for access to and/or correction of personal information should be made to Council's Chief Privacy Officer.