**1. Details of Applicant**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Telephone:** |  | **Email:** |  |

**2. Details of Request**

Under the *Freedom of Information Act 1982*, I wish to gain access to the following document(s):

**Note:** Please provide precise details

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

**3. Form of Access required – (tick where appropriate)**

🞎 I request copies of the document(s) to be forwarded by email

🞎 I request copies of the document(s) to be forwarded by mail

🞎 I request an inspection of the original document(s)

🞎 I am prepared to inspect copies of the document(s) where the provision of originals would interfere unreasonably with the operations of the Moorabool Shire Council

🞎 I am willing to receive copies of any relevant documents with exempt or irrelevant information removed where that is practicable

**4. Disclosure Consent**

🞎 I consent to the disclosure of my personal information to a third party during consultation.

**5. Form Lodgement**

I understand that I have to pay a fee of $29.60 on lodgement of this request, that further charges may be levied in respect of this request, and that I will be supplied with a statement of any additional charges that are to be levied.

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

**Please return this form to the FOI Officer,
Moorabool Shire Council, PO Box 18, Ballan, Victoria, 3342.**

**Appendices**

**1. Fees and Charges**

|  |  |  |
| --- | --- | --- |
| **Basic Fee on lodgement of request (statutory fee)** |  | **$29.60** |
| **Plus:** |
| **Search Time** |
| $22.215 per hour or part thereof (rounded to the nearest 10 cents)*(non personal information) (statutory fee)* | 1 hour 2 hours 3 hours  | $22.20$44.40$66.60 |
| **Supervision of Inspection** |
| $22.215 per hour to be calculated per quarter hour or part thereof (rounded to the nearest 10 cents)*(non personal information) (statutory fee)* | Up to 15 minutes 15 – 30 minutes 30 – 45 minutes 45 minutes - 1 hour 1 hour - 1 ¼ hour  | $5.60$11.10$16.70$22.20$27.80 |
| **Photocopies (Black and White)** |
| A4 copies A3 copies | Per pagePer page | 20c50c |
| **Plans** |
| A2 sizeA1 size | Per planPer plan | $10.00$12.00 |

***Notes:***

* *Costs for various Certificates provided by Council are set by the State Government*
* *If the access charges are not paid, the information will not be provided*

**2. Appeals Procedure**

If an applicant is not satisfied with the decision, the applicant can appeal against the decision to the Office of the Victorian Information Commissioner. Appeals must be lodged within 28 days of the issue of the response by Council and should be addressed to:

Victorian Information Commissioner

PO Box 24274

Melbourne Victoria 3001

Telephone: 1300 006 842

Email: enquiries@ovic.vic.gov.au

Web: [www.ovic.vic.gov.au](http://www.ovic.vic.gov.au).