

# Freedom of information application form

This form is used to apply to access documents held by the Greater Bendigo City Council ('the City') under the Freedom of information Act 1982 (Vic). Please ensure you carefully read each section and attach all required material. Please refer to the information fact sheet located on our website for further information.

## Applicant details

Name: .....

Address: .....

Suburb: ..... Postcode: .....

Email: ..... Phone: .....

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

## Documents requested

Under the Freedom of Information Act 1982 (Vic), I request access to the following document(s): .....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Time period or date range for the documents: Date from: ..... Date to: .....

Note: you are required to be as specific as possible to enable a search to be conducted. Please ensure you have stated the type of document(s) you are seeking (such as 'planning permit', 'report' or 'letters') and avoid phrases like 'all documents' or 'any records'.

## Application fee

I have enclosed/paid the non-refundable application fee of \$32.70 and understand that further charges may be applicable for search time and photocopying. OR  I am suffering financial hardship and request that this fee is waived and I have enclosed evidence of my financial hardship.

Note: The fee waiver is only relevant to the application fee. You may still be required to pay for search time and photocopying. Evidence of financial hardship could include a copy of your current low income concession card issued by Centrelink. Any request for a waiver of the application fee is assessed by the City on a case by case basis and accepted or declined at the discretion of the City.

## Form of access (please tick one only)

- I wish to receive a soft copy of the document(s) sent to my email address
- I wish to receive a hard copy of the document(s) forwarded by mail
- I wish to inspect the document(s) on site

## Removal of exempt matter or irrelevant material

A document may be exempt from release under the Freedom of information Act 1982 (Vic) if it contains personal details (such as names, telephone numbers or addresses) or irrelevant material. However, it may be possible to release the document if you choose to receive them with this information removed. If you do not agree to have personal information or irrelevant material removed from a document, it may be exempt from release.

I consent to the removal of all personal details/irrelevant material, if applicable.

## Consultation

The Freedom of Information Act 1982 (Vic) requires the City to consult with individuals or businesses whose information is contained within the document(s) you are seeking. The purpose of the consultation is to seek their views on whether or not the document(s) should be released. As part of the consultation process do you consent to being identified as the FOI applicant?

Yes, I provide consent to being identified as the Freedom of Information applicant.

No, I do not provide consent to being identified as the Freedom of Information applicant.

## Evidence of identity (for personal affairs documents only)

I am seeking information about my personal affairs and have enclosed photocopied evidence of my identity.

## How to submit this form

Please send your completed application form and any supporting documentation with the application fee of \$32.70 to:

### Freedom of Information Officer

City of Greater Bendigo

PO Box 733

Bendigo VIC 3552

Alternatively, you can pay the application fee of \$32.70 and lodge this form in person at:

### City of Greater Bendigo

189-229 Lyttleton Terrace

Bendigo VIC 3550

## Privacy collection statement

The City is committed to protecting your privacy. The personal information you have provided on this form and on any supporting documentation is collected by the City for the purpose of processing your Freedom of Information application. Where required, your identity and a description of the documents you are seeking will be provided to City staff/contractors to enable them to search for the required documents. Your personal information will not be disclosed to an external party without your consent unless required or authorised by law. Please contact us on 1300 002 642 if you wish to gain access to any personal information supplied on this form. You can access our Privacy Policy at [www.bendigo.vic.gov.au](http://www.bendigo.vic.gov.au)

### Office use only

Date application fee received: .....

Receipt has been photocopied and attached to this application

Application fee received receipt number: .....