**Freedom of Information
Request for Access to Documents**



To: Freedom of Information Officer
Murrindindi Shire Council

PO Box 138, Alexandra, VIC 3714

Under the *Freedom of Information Act 1982*, I wish to gain access to the following documents:
(provide such information concerning the document as is reasonably necessary to enable a responsible officer of the agency to recognise it)

***Form of Access:*** (tick where appropriate)

 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 Murrindindi Shire Council.

I enclose an application fee of **$28.40** (inclusive of GST) which is payable in respect of this request and I understand that I will be supplied with a statement of further charges if appropriate. This application fee may be waived or reduced, whether or not the fee has been paid, if the payment of the fee would cause hardship to the applicant. A copy of appropriate evidence must be provided with this request for access to documents.

***Please note:*** *The personal information that you provide to Council when making an application under the Freedom of Information Act 1982 (Vic) (FOI Act), is handled in accordance with the Information Privacy Act 2000 (Vic). In addition to being supplied to the Council’s FOI officer, it may be accessed by or reported to, senior Council officers (eg the CEO and Councillors) as part of the management of the Council’s responsibilities under the FOI Act.*

Surname: Given Names:

Street address:

Postal Address:

Town/City: Post Code:

Telephone (BH) (AH)

Email:

Signature:

Date: