

Freedom of Information Officer City of Ballarat	Date:
Dear Freedom of Information Officer, Under the Freedom of Information Act 1982, I wish to gain access to the following document(s):	
(Use reverse side of form or attach additional sheets if insufficient space above)	
<b>Forms of Access: (Tick one only)</b>	
I request copies of the document(s) <input type="checkbox"/> , or wish to inspect the document(s) <input type="checkbox"/> .	
<b>Section 25: Deletion of exempt matter or irrelevant material</b>	
Where part of a document is exempt from release or is irrelevant to the request, I agree to receive access to redacted documents where section 25 of the <i>Freedom of Information Act 1982</i> applies. In order to receive the part of the document that can be released.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Personal Information:</b>	
If there is personal information on the documents, Council may have to extend the time to consult with those individuals to seek their views on disclosure of the document. Alternatively, you may wish to request the document with personal information removed. Do you require personal information on the documents?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
I enclose the statutory application non-refundable fee of <b>\$30.60</b> payable in respect of this request. I further understand and acknowledge that in accordance with Section 22 of the Act, Council may elect to impose additional charges to cover the costs associated with providing documents for search time and where extensive photocopying or similar costs are incurred in meeting a request.	
Name:	
Address:	Post Code:
Contact Details:	Email:
	Mobile:
	Business:
Signature:	Date:
<b>Privacy Statement:</b> Your personal information is being collected by City of Ballarat for the purpose of processing your Freedom of Information application. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, refer to Council's Privacy Policy at <a href="http://www.ballarat.vic.gov.au">www.ballarat.vic.gov.au</a> .	
<b>Office Use Only</b>	
Application fee received:	
Receipt Number:	
<b>(Cashier, please attach receipt and forward to Records for registration)</b>	