**Freedom of Information Request Form**

**Access request form under the *Freedom of Information Act 1982***

APPLICANT DETAILS

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Contact Details | Business Hours |
|  | After Hours |
|  | Mobile |

DETAILS OF REQUEST

I request access to document(s) concerning matters which are:

Personal 🞏 Non-Personal 🞏

The document(s) that I request access to are described as follows:

I agree to the partial release of documents with exempt or irrelevant material deleted

 🞏 Yes 🞏 No

I agree to **exclude** all personal information relating to individuals other than myself from my request

 🞏 Yes 🞏 No

FORM OF ACCESS REQUIRED: (Tick one)

(i) A copy of the document(s) 🞏

(ii) Inspection of the document(s) 🞏

(iii) Access in another form (specify below)🞏

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| --- |
|  |

FEES AND CHARGES

I understand that an application fee of **$28.40** must accompany this request and that further reasonable charges for photocopying and other processing costs may be applicable. FOI fees and charges are not subject to GST.

I am requesting all applicable charges to be waived 🞏 Yes 🞏 No

**Note:** All further charges (if applicable) will be waived if you can demonstrate financial hardship. If you consider that you are entitled to this, submit a request, with copies of **supporting documents**, with this form.

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is the VPA’s preference that payment is made by cheque or money order (payable to Victorian Planning Authority). Send request and payment of the current applicable fee of $28.40 to:

**Freedom of Information**

**Victorian Planning Authority**

**Level 25, 35 Collins Street**

**MELBOURNE VIC 3000**

Further information about FOI is available from our website

[vpa.vic.gov.au/freedom-of-information/](https://vpa.vic.gov.au/freedom-of-information/)

or the FOI Commissioner website [www.foi.vic.gov.au](http://www.foi.vic.gov.au)