

Form No. 1

APPLICATION FOR ACCESS UNDER THE FREEDOM OF INFORMATION ACT (NSW) s.17 & s.35

DETAILS OF APPLICANT

Surname: .....
Given Names: ..... Title: (Mr/s etc) .....
Australian Postal Address: ..... Post-
code: ..... Telephone number(s): .....

DETAILS OF APPLICATION

I request access to document(s) concerning: .....
These documents do / do not contain information about my personal affairs. (Please cross out whichever does not apply.)

NAME OF AGENCY/MINISTER HOLDING DOCUMENT: .....

FORM OF ACCESS

I wish to inspect the document(s) [ ] Yes [ ] No } Please place a tick in
I require a copy of the document(s) [ ] Yes [ ] No } the appropriate box
I require access in another form [ ] Yes [ ] No }
(specify) .....

FEES AND CHARGES

Attached is a cheque/money order/cash to the amount of \$30 to cover the application fee. (Please do not send cash through the mail.)

I understand that I may be required to pay processing charges in respect of this request and that I will be supplied with a statement of charges if appropriate.

Note: In certain cases a 50% reduction in fees and charges may apply - see the section on fees and charges on the back of this form. If you consider you are entitled to a reduction, send a request with copies of supporting documents with this form.

I am requesting a reduction in fees and charges [ ] Yes } Please place a tick
[ ] No } in the
appropriate box

APPLICANT'S SIGNATURE: ..... Date: .... / ... / .....

SEND APPLICATIONS TO THE AGENCY OR MINISTER'S OFFICE WHICH HOLDS THE DOCUMENTS TO WHICH YOU SEEK ACCESS.

(Agency Use Only)
Received on .... / .... / 19 .... Acknowledgment sent on .... / .... / .....

## Requests for access to an agency's or Minister's documents

- \* Applicants need to provide sufficient information to enable the correct document/s to be identified, though agencies are obliged to help you with your application.
- \* If you are seeking documents relating to your personal affairs the agency may request **proof of your identity**.
- \* If you are seeking a document(s) on behalf of another person relating to their personal affairs, the agency may ask you to submit a consent form signed by that person.
- \* A request will be dealt with as soon as practicable (and, in any case, within 21 days) after it is received.
- \* An agency, on receiving an FOI application, may assist the applicant to direct the application to another agency or transfer the application to another agency as appropriate.

## Forms of access

Various forms of access are available depending on the form in which the information is stored. They include:

- \* inspection of documents
- \* copy of documents
- \* hearing and/or viewing audio and/or video tapes
- \* transcript of recorded document
- \* transcript of words recorded in shorthand or encoded form
- \* produce document from computerised information

Where an agency or Minister is unable to grant access in the form you requested, you may be given access in a different form.

## Application fees and processing charges

The approved **application fee** can range from \$20 to \$30 with \$30 being the most common fee charged by agencies. A cheque / money order / cash for the appropriate amount **must be forwarded** to the Agency/Minister with the request for access.

**Processing charges** may also apply for dealing with the application. For personal requests **no processing charges** will be payable for the first 20 hours. For non-personal requests processing charges of \$30 per hour will apply from the very first hour. A schedule of fees and charges is available from the FOI Manager in the agency holding the document(s) you require access to.

A **50% reduction in fees** will be granted to holders of Pensioner Health Benefit Cards or those with equivalent incomes and to children. Non-profit organisations may also be able to demonstrate financial hardship and receive a similar reduction. In addition, where a **demonstrated public interest** is involved a similar reduction may apply.

Where **significant correction of a personal record(s)** results from an FOI request, provided the error was not due to the person's fault, a 100% refund of all fees and charges will be granted.

## Refusal to process requests

Sections 22, 25 & 26 of the Freedom of Information Act explain the circumstances under which an agency may refuse or defer access to information.

## For further information

Most Government agencies have an FOI officer who can help you with your queries. If you are unsure about the agency concerned, contact the Government Information Service on (02) 9743 7200 Toll Free (NSW Country) 1800 46 3955 or Fax (02) 9743 7124 or the Premier's Department FOI Coordinator on (02) 9228 4441 or Fax (02) 9228 4421.