FREEDOM OF INFORMATION
REQUEST FOR ACCESS TO DOCUMENTS

Access to Documents

Under the *Freedom of Information Act 1982* ('the Act'), I wish to gain access to the documents listed on the reverse side of this request form.

Form of Access

I request the form of access be as follows (please tick one only):

Copies of the original documents	
An inspection of the original documents	
I am prepared to inspect copies of the document(s) where the provision of originals would interfere unreasonably with the operations of Melton City Council	

Application Fee (please tick one only)

Application Fee of $32.70 is enclosed	
I wish to seek an exemption from payment of the application fee (*if you are seeking an exemption from payment of the application fee, you must advise in writing of the reasons why the exemption is being sought, and enclose any supporting documentation*)	

Access Charges

Should access be granted, Council is entitled under section 22 of the Act to elect to charge fees to recoup part of the costs associated with fulfilling your request. You may be charged:

Search and supervision	$23.90 per hour/part hour
Photocopying	A4 black and white – 20 cents per copy
	A3 black and white – 40 cents per copy
	Colour - $1.10 per copy

Where to forward Freedom of Information Requests

Requests for access to documents under the *Freedom of Information Act 1982* can be forwarded to The Freedom of Information Officer, Melton City Council as follows:

By Email to:	By Mail to:	Delivered Personally to:
foi@melton.vic.gov.au	PO Box 21 MELTON 3337	Melton Civic Centre 232 High Street, Melton 3337, or
		Caroline Springs Civic Centre/Library 193-201 Caroline Springs Blvd, Caroline Springs 3023

PLEASE LIST THE DOCUMENTS THAT YOU WISH TO GAIN ACCESS TO HERE

Writing must be clear and legible. Please be as specific as possible so that Council is able to conduct an accurate search.

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Name:...……

Address:..…

Phone: (home): ....Work:....................................Mobile:……………………

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

Application Fee received:...............…………......... Receipt No…….....……………...............................
(1179.0860.0868)
(receipt type 500)