Freedom of Information Application Form

Application for Internal review of a Determination
Under Sec 13 of the *Freedom of Information Act 1991*

To the Principal Officer: City of Prospect

Details of Applicant

Last Name: .....

Given Names: .....

Australian Postal Address: .....

..... Post Code: .....

Tel (hm): ..... Tel (mob): .....

Email *(optional):* .....

FOI Reference Number: .....

Details of Review

I have submitted an application requesting access to documents in accordance with the *Freedom of Information Act 1991.*
I am not satisfied with the determination made by your agency and, therefore, seek a review because:

Please tick as appropriate:

( ) I have been refused access to a document
( ) I have been refused access to part of a document
( ) I have been refused a request to amend a personal document
( ) I have been given access to a document but access has been deferred
( ) I believe I have been charged too much
( ) I am a third party in the documents but have not been consulted about giving access to another person
( ) I have been consulted but disagree with the determination to release the documents

Comments

Please provide and additional comments you wish to be considered in the review of the determination.

Attach any additional pages in necessary

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Fees and Charges

An application fee of $44.70 must be submitted with the completed application form, unless you are seeking to have the application fee waived. Please attach evidence, eg a copy of your concession card or evidence of financial hardship, if this is the case.

You are not required to pay a fee or charge if seeking a review of a determination in regard to an application to amend your personal records or a review of a fee or charge determined by the agency.

Please tick as appropriate:

Do you qualify for fee waiver?	( ) Yes	( ) No
Is proof attached?	( ) Yes	( ) No
Is the fee attached?	( ) Yes	( ) No

Application Fee is in the form of ( ) Cheque ( ) Cash ( ) Money Order

Please do not send cash through the mail.

If no fee is attached and you do not qualify for fee waiver then this application will not be valid until the fee has been received by the agency.

Applicants Signature.....

Date .....