

Freedom of Information Application Form

Date:

Surname:

First Name(s):

Address:

Town/Postcode:

Email address

Phone:

Mobile:

I am seeking access to the following document(s):

Please indicate whether you would like to inspect the documents and/or obtain a copy of the documents:

I require a copy of the document(s)

I would like to inspect the document(s)

Signed: _____

Form must be completed in full and submitted to the Council with the required application fee of \$30.60

In person: Customer Service Centre, 1 Bridge Street East, Benalla

By post: PO Box 227, Benalla VIC 3671

By email: council@benalla.vic.gov.au

For more information, please contact the Council's Freedom of Information Coordinator on 03 5760 2600 or visit the website for the Office of the Victorian Information Commissioner at foicommissioner.vic.gov.au

Fees and Charges

13. Freedom of Information			
FOI - Access to information	Per request	N	\$30.60
FOI - Deposit - if < \$100	Per request	N	\$25.00
FOI - Deposit - if > \$100	Per request	N	50% of charge
FOI - Search Time Fee	Per hour	N	\$22.90
FOI - Supervision of Inspection Fee Fee set by legislation . Final charge may be rounded to the nearest 10 cents. Example: Up to 15 minutes - \$5.70 15 - 30 minutes - \$11.50 45 minutes – 1 hour - \$22.90	Per hour	N	\$22.90