

Freedom of Information Request Form

Name

Address

Phone number

Email

Please list the document(s) you are seeking access to

After You Submit A Request

After you submit a request we will assess it to ensure it meets the requirements outlined in section 17 of the FOI Act. If we determine your request is not valid, we will notify you within 21 days from the date we received your request and provide you with assistance to help you make the request valid. If your request is valid, we will begin processing it.

A fee of \$32.70 is payable under the Act for the initial application. Additional fees and charges may apply depending on the complexity of your request. View current fees and charges [here](#). Phone 03 5760 2600 to make an EFTPOS or credit card payment over the phone or download and complete the application form and send it back to us with a cheque for the full amount made payable to Benalla Rural City Council.

For further 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.

Information Privacy

The personal information requested on this form is being collected by Council for the purpose of processing your application for a legal point of discharge. The personal information will be used by Council for that primary purpose or directly related purposes. The information may also be used to update Council's customer databases to assist Council in discharging its functions or providing services. The personal information collected will not otherwise be disclosed unless permitted or required by law. If the information is not collected we are unable to process your application and provide the service sought by you. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.