To: Freedom of Information Officer

 Maroondah City Council

 PO Box 156

 RINGWOOD VIC 3134

 foi@maroondah.vic.gov.au

**Applicant Details:**

|  |
| --- |
| Full name:  |
| Address:  |
| Suburb:  |
| Phone no:  | Email:  |

Under the Freedom of Information Act 1982, I wish to gain access to the following document(s):

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**Forms of access (tick where appropriate):**

[ ]  I request copies of the document(s) to be forwarded by **email**

[ ]  I request copies of the document(s) to be forwarded by **mail**

[ ]  I request an inspection of the documents

**Access charges:**

[ ]  I understand that a **non-refundable** **application fee of $31.80** is payable

under Section 17 (2A) of the Freedom of Information Act (unless an exemption is requested)

[ ]  I acknowledge that **access charges** may be payable and that I will be supplied

with a statement of charges if appropriate.

**Lodging your application:**

* By email to **foi@maroondah.vic.gov.au**
* In person at one of Maroondah City Council’s service centres
* By mail addressed to

Freedom of Information Officer

PO Box 156

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**\*All applications must be accompanied by $31.80, which can be paid at any one of our service centres.**

**Please note the application is not deemed a valid application and cannot be processed until the fee is received by Maroondah City Council.**

|  |  |
| --- | --- |
| Applicant’s signature: | Date: |

**Privacy Statement**

Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy & Data Protection Act 2014 and the Health Records Act 2001.  The information you provide on this form is being collected by Maroondah City Council for the strict purpose of conducting Council business.  Your information will not be disclosed to any external party without your consent, unless Council is required or authorised to do so by law.  Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form.  Any access to the information, amendments that may be required or any privacy enquiries may be directed to Council's Privacy Officer & Health Records Officer on 1300 88 22 33 or email - *privacy@maroondah.vic.gov.au*

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| **Office Use Only - Application Fee** |
| Paid at (which Service Centre) and date paid: |
| Employee: |
| Receipt No:  |