



**APPLICATION FOR ACCESS TO DOCUMENTS**  
(under *Freedom of Information Act 1992, s.12*)

**DETAILS OF APPLICANT**

Surname \_\_\_\_\_ Given Name \_\_\_\_\_

Aust. Postal Address \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone No. \_\_\_\_\_ Facsimile No. \_\_\_\_\_

*If application is on behalf of an organisation*

Name of Business/Organisation \_\_\_\_\_

**DETAILS OF AGENT**

Surname \_\_\_\_\_ Given Name \_\_\_\_\_

Aust. Postal Address \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone No. \_\_\_\_\_ Facsimile No. \_\_\_\_\_

**DETAILS OF REQUEST**      *(Please make appropriate selection)*

Personal Documents                      Non-Personal Documents

I am applying for access to document(s) concerning \_\_\_\_\_

**FORM OF ACCESS**                      *(Please make appropriate selection)*

I wish to inspect the document(s)                      Yes                      No

I require a copy of the document(s)                      Yes                      No

I require access in another form                      Yes                      No

(specify) \_\_\_\_\_

**FEES AND CHARGES**

Attached is cash/cheque to the amount of \$\_\_\_\_\_ to cover the application fee. I understand that before I obtain access to the documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

A reduction in charges may be sought in the case of financial hardship. If you consider you are entitled to a reduction, please select the appropriate box and provide copies of documents that support your request for a reduction in the charges.

I am requesting a reduction in the charges                      Yes                      No

**APPLICANTS/AGENTS SIGNATURE** \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

