

# FREEDOM OF INFORMATION

## Request for Access to Documents

To: Freedom of Information Officer  
Bayside City Council  
PO Box 27  
SANDRINGHAM VIC 3191  
or  
Email: [FOI@bayside.vic.gov.au](mailto:FOI@bayside.vic.gov.au)

Under the Freedom of Information Act 1982, I wish to gain access to the following document (s): *(Please list the specific documents you require)*

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Form of Access: (Tick 4 where appropriate)

- I request copies of the document(s) to be forwarded by mail
- I request an inspection of the original document(s)
- I am prepared to inspect copies of the document(s) where the provision of originals would interfere unreasonably with the operations of the City of Bayside

I enclose an application fee of \$21.00 which is payable in respect of this request and I understand that I will be supplied with a statement of further charges if appropriate.

NAME: Mr / Mrs / Miss / Ms .....

ADDRESS: .....

.....Postcode:.....

TELEPHONE NO: Business:.....Home:.....

SIGNATURE : .....

DATE: ...../...../.....

### *Privacy Collection Statement*

*“Council collects your personal information for the purpose of processing your request and for internal research purposes. If you do not provide your information to Council, we will be unable to process your request. If you have any queries or wish to gain access to your information, please contact Council’s privacy officer on 9599-4380 or at [privacy@bayside.vic.gov.au](mailto:privacy@bayside.vic.gov.au).”*

### Office Use Only

**T112**

General Ledger No: A.1030.1025.99

Application Fee Received: ..... (Receipt No.)

