

DETAILS OF APPLICANT

Surname:
Given Names: Title: (Mr/s).....
Australian Postal Address:
Postcode: Telephone number(s):
FOI Reference Number:

DETAILS OF REQUEST

In accordance with Section 40 of the Freedom of Information Act I seek amendment of personal records held by:
.....

I claim that the document(s) described below to which you provided me access under the FOI Act contain/s information relating to my personal affairs that is:

- incomplete incorrect) *Place a tick in the*
- out of date misleading) *appropriate box*

I also claim that the information has been, is being used or is available for use, by you for an administrative purpose.

The document/s containing the information is/are:.....
.....
.....

The information I wish to change is:.....
.....
.....

The reasons why I claim the information is incomplete, incorrect, out of date or misleading are:
.....
.....

Attach any documentation which would support your claim and indicate which documents should be returned to you.

The records should be amended to indicate the following:
.....
.....

If there is insufficient space to answer any of the questions on this form attach separate sheets which indicate the questions to which you are referring.

FEES/CHARGES

There are no fees or charges for the lodgement or processing of this application. Where there is a significant correction of personal records and the mistakes were not the applicant's fault, all fees and charges paid for the original application and, where applicable an internal review, will be fully refunded.

LODGEMENT OF APPLICATION

This application must be addressed to the General Manager, Shoalhaven City Council, PO Box 42, Nowra 2541.

Applicant's Signature: Date:.....

Privacy Notification –
The information on this form is being collected by Council for administrative purposes. It will be used by Council staff for purposes relating to your application and may be disclosed to persons and/or organisations outside Council. The supply of this information to Council is voluntary however without it, Council may be unable to process your application. Persons identified on this form may at any time, apply to Council for access to or amendment of the information.