

REQUEST MADE UNDER: *(Please tick one)*

- s.14 of the *Privacy and Personal Information Protection Act 1998*
 cl.7 Schedule 1 of the *Health Records and Information Privacy Act, 2002*

DETAILS OF APPLICANT

Surname: _____

Given Names: _____ Title: (Mr/s) _____

Australian Postal Address _____

Postcode: _____ Telephone Number(s): (H) _____

(W) _____

DETAILS OF REQUEST

The documents are: _____

- | | | | | | |
|-------------------------------------|--------------------------|-----|--------------------------|-----|--|
| I wish to inspect the document(s) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No) | |
| I require a copy of the document(s) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No) | <i>Place a tick in the appropriate box</i> |
| I require access in another form | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No) | |

(specify) _____

CONSULTATION

Should consultation be necessary do you object to the release of your name as the applicant?

- Yes No

FEES AND CHARGES

Attached is a cheque/cash to the amount of \$30 to cover the application fee and the first 20 hours processing.

Note: In certain cases a 50% reduction in fees and charges may apply – see the section on fees and charges on the back of this form.

If you consider you are entitled to a reduction, submit a request with copies of supporting documents with this form.

I am requesting a reduction in fees Yes No) *Place a tick in the appropriate box*

APPLICANT'S SIGNATURE: _____ Date: ____/____/____

(Agency Use Only)

F.O.I. No: _____

Proof of Identity _____

Received at _____ on ____/____/____

Acknowledgement sent on ____/____/____

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 also be disclosed to persons and/or organisations outside Council for this or a directly related purpose. 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.