



# Freedom of Information Request

Borough of Queenscliff  
PO Box 93, Queenscliff 3232  
Tel: (03) 5258 1377  
[www.queenscliff.vic.gov.au](http://www.queenscliff.vic.gov.au)

Council Use Only	
Application Date	<input type="text"/>
Fee Payment Date:-	<input type="text"/>
Fee (GST Free):-	<b>\$29.60</b>

Fields marked with an asterisk (\*) are mandatory and must be completed.

## Information

Documents under Sections 7 & 8 of the *Freedom of Information Act 1982* are available to the public. Any person wanting to make a request for access to documents under the Act must make a request in writing using this form. Please note requests for information will not be considered until the prescribed fee is paid in full.

Requests will be acknowledged within 1 week and responded to as quickly as possible. The Act requires that a decision be made within 45 days of Council receiving a request.) General enquiries can be made by phoning the Freedom of Information Officer on (03) 5258 1377 or via email at : [foi@queenscliff.vic.gov.au](mailto:foi@queenscliff.vic.gov.au)

## Applicant Details

Title*	Surname*	Given Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organisation Name		
<input type="text"/>		
Street Address*		
<input type="text"/>		
Suburb / Town*	State *	Postcode *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Please provide at least one phone number and include the area code *		
Business Phone	After hours phone	Mobile
( ) <input type="text"/>	( ) <input type="text"/>	<input type="text"/>
Email		
<input type="text"/>		

## Requested Information

Describe the document(s) you want to access  
(sufficient detail must be provided to allow Officers to identify and locate the relevant document(s))\*

Do you want to view original document(s)  Do you want to receive a copy of the original document(s)

## Privacy Statement

Council collects personal information to fulfil its statutory obligations, and to ensure that it can provide services to you. In some instances Council cannot provide some of its services unless you provide us with necessary information. Council will only use personal information for the purposes for which it was collected. Council staff are happy to discuss your privacy queries, however if you require further assistance you should contact our Privacy Officer on 5258 1377.