

# Manual Application Form

## Freedom of Information Request



This form is used to request access to documents held by City of Casey ("Council") under *Freedom of Information Act 1982* ("FOI Act"). Please ensure you read each section and complete carefully. If you do not supply all required information, this may delay your application. You can refer to the information fact sheet on the website for further information.

### Applicant Details

For myself      Third Party Authority (Please provide consent or complete consent form)

Date:	_____
Name:	_____
Company:	_____
Address:	_____
Telephone:	_____
Email:	_____

### Application Fees

A non-refundable statutory application fee of <b>\$34.50</b> must be paid for your request to be processed. Payment can be made by:	
	<b>At a customer service centre</b> <b>Narre Warren:</b> <i>Bunjil Place – 2 Patrick Northwest Drive</i> <b>Cranbourne:</b> <i>Cranbourne Park Shopping Centre – 125 South Gippsland Highway</i>
	<b>Phone (03 9705 5200)</b>

### Access Charges

Council cannot release documents until full payment of the access charges have been received. You will be advised of the applicable charges at the decision.

**Please be aware that in addition to the application fee, further charges such as photocopying costs and search time may be payable for providing any documents to you. Any such charges will be calculated in accordance with the Freedom of Information (Access Charges) Regulations 2025.**



## Application Fee Waiver

Under s17(2b) of the Act, you may apply for a fee waiver if payment of the application fee would cause financial hardship. To be eligible for a fee waiver, you must supply evidence – such as:

- low-income concession card issued by Centrelink, DVA Card or evidence of unemployment; or
- healthcare card; or
- bank statement; or
- statutory declaration outlining why payment would cause hardship; or
- other \_\_\_\_\_

Council will assess your fee waiver request and let you know the outcome.

I request a fee waiver and/or have included evidence of financial hardship.

**\*Note: The fee waiver request applies to the application fee only. Please be aware that if your fee waiver has been approved, further charges such as photocopying costs and search time may be payable for providing any documents to you. Any such charges will be calculated in accordance with the Freedom of Information (Access Charges) Regulations 2025.**

## Deletion of exempt matter or irrelevant material

Section 25 of the Act states that a whole document may be exempt from release if a portion of it contains personal details or irrelevant material. However, you can consent to these details being redacted from the document to allow its release.

**Note: If you do not consent, the whole document will be withheld.**

I consent to personal details and/or irrelevant material to be removed if applicable.

It may be helpful to exclude certain documents or information from your request if it is not particularly necessary or relevant. This may allow us to process your request more quickly by potentially reducing the number of documents to assess or removing the requirement for us to consult with third parties.

## Excluding documents or information you don't need.

It is helpful to exclude certain documents or information from your request if it isn't particularly necessary or relevant. This may allow the agency to process your request more quickly by potentially reducing the number of documents to assess or removing the requirement for the agency to consult with third parties.

Do you require access to:

- draft documents: **Yes**      **No**
- duplicate documents: **Yes**      **No**
- commercial information relating to third parties: **Yes**      **No**
- personal information relating to third parties: **Yes**      **No**

## Consultation

Casey Council has a duty under the *Freedom of Information Act 1982*, to consult with individuals or businesses whose information is contained within the document(s) requested. The purpose of the consultation is to seek their views on whether the document(s) should be released. Please note if the third party advises they do not consent to the release of their information – it will be redacted. As part of the consultation process do you consent to being identified as the FOI applicant?

Yes, I provide consent to being identified as the FOI applicant.

No, I do not provide consent to being identified as the FOI applicant.

## Scope of Documents Requested

Clearly outline the documents you wish to gain access to. Your request must be sufficiently clear and detailed, including information such as record type, keywords and specific date ranges. Please refer to the fact sheet for further information.

<b>Date From:</b>	_____
<b>Date To:</b>	_____
<b>Location:</b>	_____
<b>Documents Required:</b>	_____
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## Proof of identification (if applicable)

If the documents you are seeking access to relate to you personally, you may need to provide us with a certified copy of your identification. We may not be able to provide access to the requested document(s) if we cannot verify that you are the person the subject of the document(s).

I have attached certified proof identification.

## Forms of Access – Tick one only

I wish to receive a hard copy of the document(s)\* *\*Photocopy charges apply.*

I wish to receive an electronic copy of the document(s)

I wish to inspect the document(s) on site\* *\*Inspection fees apply.*

## How to submit

You can fill out this form using Adobe Acrobat or print, complete and email to: [caseycc@casey.vic.gov.au](mailto:caseycc@casey.vic.gov.au)

For further information: <https://www.casey.vic.gov.au/freedom-of-information>

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### Privacy Statement

City of Casey is committed to protecting your privacy. Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014. All personal information collected by the City of Casey will only be used for the purposes outlined within our Privacy Policy. Council's Privacy Policy is available from our website [www.casey.vic.gov.au/policies-strategies/privacy-policy](http://www.casey.vic.gov.au/policies-strategies/privacy-policy) and all Council Customer Service Centers. For further Information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Council's Privacy Officers via our website [www.casey.vic.gov.au/leave-feedback](http://www.casey.vic.gov.au/leave-feedback) or by calling on (03) 9705 5200.

**Web:** casey.vic.gov.au  
**Email:** caseycc@casey.vic.gov.au  
**Phone:** 03 9705 5200  
**Post:** PO Box 1000, Narre Warren VIC 3805

**TIS:** 131 450  
(Translating and Interpreting Service)  
**NRS:** 133 677  
(for the deaf, hearing or speech impaired)

**Customer Service Centres:**  
**Narre Warren:** Bunjil Place, Patrick Northeast Drive  
**Cranbourne:** Cranbourne Park Shopping Centre  
**ABN:** 43 320 295 742