

# Freedom of Information request Application form

Name: \_\_\_\_\_

Postal address: \_\_\_\_\_  
\_\_\_\_\_

Telephone contact: \_\_\_\_\_ (business hours)

Details of documents requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form of access required: (tick one)

(i) A copy of the documents

(ii) Inspection of the documents

(iii) Access in another form (specify)

I understand that an application fee of \$22.70 must accompany this request and that further reasonable charges for photocopying and other processing costs may be applicable. FOI fees and charges are not subject to GST.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send request and cheque/money order (payable to DSE) for \$22.70 **or** credit card details as follows:

Name on card : \_\_\_\_\_  
(please print)

MasterCard / Visa  
(Please circle)

Card Number : 

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Expiry Date \_\_\_\_ / \_\_\_\_

Cardholder's Signature : \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Amount \$22.70

*Departmental Use Only: 9802-84574-81-001-5201*

**Send to:**  
Freedom of Information  
Department of Sustainability and Environment  
Level 8, 16 Nicholson Street  
EAST MELBOURNE VIC 3002

Telephone: (03) 9637 8873  
Fax: (03) 9637 8128  
Email: [Foi.Unit@dse.vic.gov.au](mailto:Foi.Unit@dse.vic.gov.au)

