

PLEASE CALL

857066
& ASK FOR RICHARD STAPLES
Form No:

REQUEST FOR ACCESS UNDER THE FREEDOM OF INFORMATION ACT S.17 & S.35

DETAILS OF APPLICANT

Surname: STAPLES
Given Names: RICHARD GEORGE Title: Mrs.
Australian Postal Address: ON BEHALF OF
Postcode: Telephone Number(s): BYRON ENVIRONMENT
CENTRE
SHOP 7, CAVANBAH
PLACE, JONSONS
BYRON BAY 2481

DETAILS OF REQUEST

I request access to document(s) concerning matters which are: PLACE, JONSONS
BYRON BAY 2481

[] Personal
[X] Non Personal Place a tick in the appropriate box

These documents are: CLUB MED DA 93/110 FILE

NAME OF AGENCY/MINISTER HOLDING DOCUMENT:

..... BYRON SHIRE COUNCIL

FORM OF ACCESS

I wish to inspect the document(s) [] Yes [] No Place a
I require a copy of the document(s) [] Yes [] No tick in
I require access in another form [X] Yes [] No the
(specify) INSPECT WHOLE PLUS RIGHT TO COPY appropriate
SELECTED PARTS box

FEES AND CHARGES

Attached is a cheque/cash to the amount of \$30 to cover the application fee.

I understand that I may be required to pay processing charges in respect of this request and that I will be supplied with a statement of charges if appropriate.

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 and charges

[X] Yes Place a tick
[] No in the
appropriate
box

ADDRESS FOR APPLICATIONS

Send applications to: RICHARD STAPLES
..... BYRON ENVIRONMENT CENTRE
SHOP 7, CAVANBAH PLACE, JONSON ST
BYRON BAY 2481

APPLICANT'S SIGNATURE: Richard Staples

Date: 18/10/93

(Agency Use Only)

Received at (Agency) on Acknowledgement sent on

DOP

Form No: 1

APPLICATION FOR ACCESS UNDER THE FREEDOM OF
INFORMATION ACT (NSW) s.17 & s.35

DETAILS OF APPLICANT

Surname:

Given Names: Title: (Mr/s etc)

Australian Postal Address:

Postcode: Telephone number(s):

DETAILS OF APPLICATION

I request access to document(s) concerning:

These documents do / do not contain information about my personal affairs. (Please
cross out whichever does not apply.)

NAME OF AGENCY/MINISTER HOLDING DOCUMENT:

FORM OF ACCESS

I wish to inspect the document(s) ☒ Yes ☐ No } Please place a tick in

I require a copy of the document(s) ☐ Yes ☐ No } the appropriate box

I require access in another form ☐ Yes ☐ No }

(specify)

FEES AND CHARGES

Attached is a cheque/money order/cash to the amount of \$30 to cover the application
fee. (Please do not send cash through the mail.)

I understand that I may be required to pay processing charges in respect of this
request and that I will be supplied with a statement of charges if appropriate.

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, send a request with copies of supporting documents with this form.

I am requesting a reduction in ☐ Yes } Please place a tick
fees and charges ☐ No } in the
appropriate box

ADDRESS FOR APPLICATIONS (address of agency or Minister's Office)

Send applications to:

APPLICANT'S SIGNATURE: Date: ... / ... / ...

(Agency Use Only)

Requests for access to an agency's or Minister's documents

- * Applicants need to provide sufficient information to enable the correct document/s to be identified, though agencies are obliged to help you with your application.
- * If you are seeking documents relating to your personal affairs the agency may request **proof of your identity**.
- * If you are seeking a document(s) on behalf of another person relating to their personal affairs, the agency may ask you to submit a consent form signed by that person.
- * A request will be dealt with as soon as practicable (and, in any case, within ²¹~~45~~ days) after it is received.
- * An agency, on receiving an FOI application, may assist the applicant to direct the application to another agency or transfer the application to another agency as appropriate.

Forms of access

Various forms of access are available depending on the form in which the information is stored. They include:

- * inspection of documents
- * copy of documents
- * hearing and/or viewing audio and/or video tapes
- * transcript of recorded document
- * transcript of words recorded in shorthand or encoded form
- * produce document from computerised information

Where an agency or Minister is unable to grant access in the form you requested, you may be given access in a different form.

Application fees and processing charges

The approved **application fee** is either \$20 or **\$30**. A cheque / money order / cash for the appropriate amount **must be forwarded** to the Agency/Minister with the request for access.

Processing charges may also apply for dealing with the application. For personal requests **no processing fees** will be charged for the first 20 hours. For non-personal requests processing charges of \$30 per hour will apply from the very first hour. A schedule of fees and charges is available from the FOI Manager in the agency holding the document(s) you require access to.

A **50% reduction in fees** will be granted to holders of Pensioner Health Benefit Cards or those with equivalent incomes and to children. Non-profit organisations may also be able to demonstrate financial hardship and receive a similar reduction. In addition, where a **demonstrated public interest** is involved a similar reduction may apply.

Where **significant correction of a personal record(s)** results from an FOI request, provided the error was not due to the person's fault, a 100% refund of all fees and charges will be granted.

Refusal to process requests

Sections 22, 25 & 26 of the Freedom of Information Act explain the circumstances under which an agency may refuse or defer access to information.

For further information

Refer to the FOI Act - available from the NSW Government Information Centre, or FOI publications available through public libraries, community centres and government agencies, or ring the FOI Manager in the agency holding the document you require access to.