

Freedom of Information Request Form

Applicant details

Date:			
Surname:		First Name:	
Company name (if applicable)			
Address:			
Suburb/Town:		Postcode:	
Email:			
Mobile:			
Signature:		Date:	

Description of documents you want to access

Access type:

Please indicate the type(s) of access required:

- ☐ I want a copy of the documents
 ☐ I want to inspect the documents

I would like to access the following document(s). (Please provide as much detail as you can to help us quickly identify the requested document(s), including any Energy Safe Victoria reference numbers if known. If insufficient space, please attach additional pages to the application).

Date range of documents:	Start date		End date	
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Name of attending Energy Safe Officer
(if known):

Date of Incident (if known):

Location of incident (if known)

Authority to release documents to representative (optional)

If this application includes documents containing the personal information of another person and you are a representative of that person, please ensure the person you are representing completes this Authority.

I, (Name of person whose information is requested) of (Address)

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hereby authorise (Representative name) of (Representative contact address)

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to receive any released documents relevant to this Freedom of Information Act request on my behalf.

Please sign

Date

Notes

Privacy collection statement

Personal information provided by you on this form will be used for the purpose of processing and assessing your request. We will not use your personal information for any other purpose and will not disclose it without your consent except if required to consult third parties as explained below or if required or authorised by law. Where information is required for statistical reporting purposes, all identifying details will be removed.

Consultation with third parties

In the event that third party consultation is necessary to process this request, Energy Safe Victoria (**Energy Safe**) may disclose your identity to third parties who are being consulted and, if requested, a copy of your FOI request.

Third parties that are consulted for FOI purposes are generally people or businesses that have provided Energy Safe with documents that are relevant to your FOI request who are entitled under FOI legislation to make submissions to Energy Safe regarding the release of those documents.

Waiver of Application fee

Energy Safe will waive the application fee if you attach a **copy** of a **current** health care card or pension card.

Access charges

Energy Safe may impose access charges for time spent in routine searches for documents, providing access by way of supervised inspection, photocopying costs and costs incurred in making a transcript or producing a written document from an electronically stored source (where it does not already exist in written form). Generally, Energy Safe does not impose access charges unless the documents requested are voluminous. Energy Safe will give you an estimate of access charges if charges are to be imposed. **Note: Your application will not be processed until payment of the application fee is received or waived. See below for payment options**

