

**REQUEST FOR ACCESS UNDER THE:  
FREEDOM OF INFORMATION ACT 1989,  
OR THE  
PRIVACY AND PERSONAL INFORMATION  
PROTECTION ACT 1998**

**Details of Applicant**

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Postal Address: \_\_\_\_\_

(within Australia) \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone: Home No. \_\_\_\_\_ Business No. \_\_\_\_\_

**Description of documents held by the Office of Fair Trading**

Briefly describe documents sought: \_\_\_\_\_

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

**Form of Access**

- I require a copy of the document(s)  
 Other (please specify): \_\_\_\_\_

**Fees**

Attached is a cheque/ cash to the amount of \$30.00 to cover the application fee.

I accept that I may be required to pay processing charges in respect of this application and in such circumstances will be supplied with a statement of charges.

A 50% reduction in the application fee and processing charges may be granted where individuals prove a case of financial hardship; where a non-profit organisation demonstrates financial hardship; or where a demonstrated public interest is involved. A full refund of fees and charges will be granted for an application which results in the significant correction of personal records where the error was not the person's fault.

If you wish to apply for a reduction in the fees and charges, tick the box below and submit with copies of supporting documentation with this form.

- I am requesting a reduction in fees and charges.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### **Type of Application**

I request access to a copy of document(s) concerning matters which are:

- Personal** – (documents which ONLY relate to me as an individual).

**If request is for personal information, please indicate the type of application.**

- Freedom of Information (FOI) Act
- Privacy and Personal Information Protection Act (PPIP)

Applications for personal information under the FOI Act or PPIP Act attract a fee of \$30 which provides 20 hours processing time. A \$30 per hour processing charge is imposed after this period.

**OR**

- Non personal** – Freedom of Information Act (FOI) Applications for a copy of documents relating to someone or something else, eg a departmental decision etc.

Applications under the Freedom of Information Act attract a charge of \$30 plus an additional \$30 per hour processing fee.

(Applications for non-personal information cannot be made under the Privacy and Personal Information Protection Act).

### **Processing requests for access to Office of Fair Trading documents**

- Applicants will be asked to provide sufficient information to enable the relevant document(s) to be identified.
- If you are seeking access to documents relating to your personal affairs, Fair Trading may request proof of your identity.
- If you are seeking access to documents on behalf of another party relating to their personal affairs, Fair Trading may ask you to submit a consent form signed by that person.
- The FOI Act provides that an FOI application must be dealt with within 21 days after it is received, subject to the need for consultation. Fair Trading will also deal with requests for access under the PPIP Act within the same timeframe.
- Fair Trading, on receiving a Privacy or FOI application, may transfer the application to another agency if considered appropriate.
- Sections 22, 25, and 26 of the FOI Act explain the circumstances under which Fair Trading may refuse or defer access to the documents sought.

### **Further Information**

The Freedom of Information and the Privacy and Personal Information Protection Acts are available from the NSW State Government Bookshop and Sales Centre, tel: 9743 7200. Privacy publications are available from Privacy NSW, telephone: 9288 8585.

### **Address applications to:**

**Co-ordinator, Freedom of Information/ Privacy Co-ordinator  
Office of Fair Trading  
1 Fitzwilliam Street, PARRAMATTA 2150  
or P O Box 972 PARRAMATTA 2124  
or DX 28437 PARRAMATTA**