

**PRINCIPAL OFFICE:**  
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PO Box 57, MAITLAND, SA 5573  
Fax (08) 8853 2494

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<b>APPLICATION FOR ACCESS TO A COUNCIL DOCUMENT</b>	SF011
	Responsible Officer: FOI Accredited Officer
	Issue Date: 02/07/2019
	Next Review Date: 01/07/2020

Section 13 FREEDOM OF INFORMATION ACT 1991  
Section 132 LOCAL GOVERNMENT ACT 1999

### DETAILS OF APPLICANT

SURNAME		
GIVEN NAME		
AUSTRALIAN POSTAL ADDRESS		
POST CODE	TELEPHONE CONTACT NUMBER	DATE

### DETAILS OF REQUEST

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/COUNCIL HOLDING DOCUMENT** .....

### FORM OF ACCESS (place tick in appropriate box)

I wish to inspect the documents  Yes  No

I require a copy of the documents  Yes  No

I require access in another form  Yes  No

Specify .....

Signature of Applicant: .....

Pursuant to *Freedom of Information (Fees and Charges) Regulations 1991* an application fee of \$36.75 (includes first 2 hours dealing with the application) must accompany this form – forward the completed form with receipt attached to the FOI Accredited Officer.

Additional time for dealing with an application will be charged at \$13.80 per 15 minutes, additional charges apply for photocopying, printing and postage.

**NB: Prior to completion of this form please contact one of the Council's Accredited FOI Officer on 8832 0000 to discuss your request – the information you seek may already be publicly available and can be provided to you without the FOI process.**