

Continued from overleaf.....

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INFORMATION RECEIVED: Signed: Date:

FOR OFFICE USE ONLY

Application received by: Officer's name

On: Date: Time:

Application referred for action to: Officer's name

Availability of information: Available / Not available (*Delete one*)

Fee payable for supplying information? Deposit: \$ Full fee: \$

Information available and released by: Group Manager signature

On: Date:

OR Referred to District Solicitor / Chief Executive / Privacy Officer

Decision:

1 Release information

2 Do not release for the following reasons (*See section 17*)

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3 Give notice in writing neither confirming nor denying the existence or non-existence of the information (*See section 8*)

Signed:

District Solicitor / Chief Executive / Privacy Officer

Applicant notified and appeal right explained: Date:

Total fee paid (*if applicable*): \$

Signed:

District Solicitor / Chief Executive / Privacy Officer