**FREEDOM OF INFORMATION**

**Request for Access to Documents**

| **Applicant Details** | | |
|---|---|---|
| Surname: | | First Name: |
| Postal Address: | | |
| Telephone (H): | | Telephone (B): |
| Telephone (M): | | Email: |

**Forms of Access**

Please (tick) ✓ where appropriate

- ☐ I request copies of the document(s) to be forwarded by mail.
- ☐ I request an inspection of the original document(s)
- ☐ I am prepared to inspect copies of the document(s) where the provision of originals would interfere unreasonably with the operations of Southern Rural Water.
- ☐ Other (Please Specify)

**Details of Request**

Under the Freedom of Information Act 1982, I wish to gain access to the following documents:

**Note:** If there is insufficient room in the space provided, please attach details.

I enclose the application fee of which is payable for this application and I understand that I will be supplied with a statement of further charges if appropriate.

I understand that a charge may be made for the reasonable costs incurred in searching for the records and supplying a copy of the information or for making arrangements to view a record or for supervising inspection of any material.

Signature: _____ Date: _____

**Where to send this form:**

**Mailed to:** Freedom of Information Officer
Southern Rural Water
PO Box 153
MAFFRA VIC 3860

**Email:** srw@srw.com.au

**Privacy collection Statement:** Southern Rural Water (SRW) protects your privacy by collecting and handling your personal information in accordance with the requirements of the *Privacy and Data Protection 2014*. Personal information collected on this form will be used for the purpose of contacting you and administering your Freedom of Information request. It is usually disclosed to relevant SRW employees to search for documents and to brief relevant officers on FOI activity . Failure to provide the information sought may result in delays. For further information regarding our privacy policy please refer tor our website www.srw.com.au.