



## Freedom of Information (FOI) Application Form

To request access to documents from the Victorian Arts Centre Trust trading as Arts Centre Melbourne under section 17 of the *Freedom of Information Act 1982* (Vic) please complete this form.

### Collection Notice

Arts Centre Melbourne (ACM) is a statutory authority constituted under the *Victorian Arts Centre Trust Act 1979* (Vic). ACM collects the information on this form, which may include personal information within the meaning of the *Privacy and Data Protection Act 2014* (Vic), for the purpose of processing your request for information under the *Freedom of Information Act 1982* (Vic). The personal information collected will be used for and in connection with the above purpose, or directly related purposes. The personal information collected may be disclosed in applying relevant provisions of the *Freedom of Information Act 1982* (Vic), including but not limited to: (i) transferring the request to other agencies; and (ii) consulting with other parties in relation to the application. The personal information will not otherwise be used or disclosed by ACM except with the consent of the individual concerned, or where ACM is required or permitted by law to do so. If the requested information is not provided, ACM may not be able to process your request. An individual may request access to personal information ACM holds about them, if any, and request its correction if inaccurate. To do so, please [contact ACM](#). ACM's Privacy Policy is available [here](#).

### Section 1: Applicant's Details

Surname	
First Name	
Address	
Phone	
Email	

### Section 2: Proxy's Details

Complete this section only if you are making this request on behalf of the Applicant.

Surname	
First Name	
Relationship to Applicant	

Attach the following supporting documentation:

- A written and signed authority by the Applicant authorising you to lodge this request on their behalf
- Copies of signed photo ID of both you and the Applicant

### Section 3: Request Details

I seek access to documents dated/created between ..... and ..... regarding:

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**Section 4: Form of Access Required**

Complete this section only if you are making this request on behalf of the Applicant.

<input type="checkbox"/>	Physical	Copies of documents to be forwarded by mail
<input type="checkbox"/>	Electronic	Copies of documents to be forwarded by email
<input type="checkbox"/>	Inspection	Personal inspection of documents

**Section 5: Consultation**

If you are seeking access to documents that contain personal information (i.e. names, addresses, phone numbers or other identifying information) ACM must consult with every affected person and ask if they object to the release of their information. This may result in extending the due date for your request by 15 days.

Are you happy to receive an edited copy of a document where personal information has been redacted?  
Yes  No

Do you consent to ACM identifying you as the applicant for the purpose of consultation?  
Yes  No

To assist with consultation, please explain the purpose of your request.

**Section 6: Payment Details**

- An application fee for a Freedom of Information request is two fee units. Current fee unit amounts can be found [here](#). Payment can be made by cheque or money order (payable to ACM) or by credit card.
- If you consider you are entitled to have the application fee waived or reduced due to financial hardship, please submit copies of supporting documentation with this application form.
- In some instances, access charges will apply and a deposit may be required where charges are estimated to exceed \$50. Charges may be waived if you are in financial hardship and the request is for access to documents containing information relating to your personal affairs.

Cheque or Money Order (payable to ACM       Mastercard       Visa

Card Number	
Cardholder's Name	
Signature	
Date	

**Section 7: Lodging Your Application**

Please forward your completed application form along with any supporting evidence (where applicable) to:

The Freedom of Information Officer  
Arts Centre Melbourne  
100 St Kilda Road  
Melbourne VIC 3004

OR

By email at: [foi@artscentremelbourne.com.au](mailto:foi@artscentremelbourne.com.au)

