

## FOI APPLICATION FORM

### For Internal Review of a Determination

Under sections 29 & 38 of the South Australian *Freedom of Information Act 1991*

Please read the attached '*FOI Fact Sheet – Your Rights to Review and Appeal*'  
before completing and lodging your Internal Review application

To the Principal Officer	
Name of the Agency:	
Details of Applicant	
Surname:	
Given Names:	
Australian Postal Address:	
Suburb:	Post Code:
Emails ( <i>Optional</i> ):	
Contact phone numbers:	
FOI Application Reference Number ( <i>if known</i> ):	
Details of Internal Review	
<p>I am not satisfied with a determination made by your agency and, therefore, seek a review because:</p> <p>(<i>Please place a tick in the appropriate box</i>)</p> <p><input type="checkbox"/> I have been refused access to a document</p> <p><input type="checkbox"/> I have been refused access to part of a document</p> <p><input type="checkbox"/> I have been refused a request to amend a personal document</p> <p><input type="checkbox"/> I have been given access to a document but access has been deferred</p> <p><input type="checkbox"/> I am a third party specified in the documents but have not been consulted about giving access to another person</p> <p><input type="checkbox"/> I have been consulted but disagree with the determination to release the documents</p>	

<b>Comments</b>																				
<p>Include any additional comments you wish to be considered in the review of the determination (<i>attach additional pages if necessary</i>).</p>																				
<b>Fees and Charges</b>																				
<p>An application fee of <b>\$39.00</b> must be submitted with the Internal Review application form, unless you are seeking to have the application fee waived. If you are seeking to have the application fee waived, please attach evidence supporting why it should be waived, e.g. attach a copy of your concession card or other evidence as proof of financial hardship.</p> <p>An application fee is not required for an Internal Review of an FOI Amendment Application.</p> <p>In the following section please tick as appropriate</p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 5px;">Is the application fee attached?</td> <td style="padding: 5px;"><input type="checkbox"/> Yes</td> <td style="padding: 5px;"><input type="checkbox"/> No</td> <td colspan="2"></td> </tr> <tr> <td style="padding: 5px;">Application Fee is in the form of <small>(Do not send cash through the mail)</small></td> <td style="padding: 5px;"><input type="checkbox"/> Cheque</td> <td style="padding: 5px;"><input type="checkbox"/> Cash</td> <td style="padding: 5px;"><input type="checkbox"/> Money Order</td> <td></td> </tr> <tr> <td style="padding: 5px;">Do you require a fee waiver?</td> <td style="padding: 5px;"><input type="checkbox"/> Yes</td> <td style="padding: 5px;"><input type="checkbox"/> No</td> <td colspan="2"></td> </tr> <tr> <td style="padding: 5px;">Is evidence of the need to waive fees attached? <small>(e.g. a copy of your concession card)</small></td> <td style="padding: 5px;"><input type="checkbox"/> Yes</td> <td style="padding: 5px;"><input type="checkbox"/> No</td> <td colspan="2"></td> </tr> </table> <p>If you wish to pay your application fee via credit card you will need to ask the agency you are applying to if they accept credit card payments.</p> <p>If no application fee is attached and you do not qualify for fee waiver, the agency cannot process your application until the fee has been paid.</p> <p>If the agency varies or reverses a determination so that access to a document is, or will be, given the agency will refund any Internal Review fees paid by the applicant.</p>	Is the application fee attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			Application Fee is in the form of <small>(Do not send cash through the mail)</small>	<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash	<input type="checkbox"/> Money Order		Do you require a fee waiver?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			Is evidence of the need to waive fees attached? <small>(e.g. a copy of your concession card)</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
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Applicant's Signature:																				
Date ..... / ..... / 20.....																				

**OFFICE USE ONLY**

Received on ..... / ..... / 20.....

Acknowledgment sent on ..... / ..... / 20.....