

Freedom of Information

Application Form

The purpose of this form is to help you to make a request for access to documents held by the BPC under the *Freedom of Information Act 1982* (Vic) (FOI Act). You are not required to use this form, however the form is generally the fastest and easiest way of making a valid request and the BPC is not able to process a FOI request that is not valid.

1. Before filling in this form

Please check that the information isn't already available and/or is available by online request in [Contact us](#). Please see the guidance notes and the BPC's [Freedom of information](#) webpage.

2. Your contact details

Applicant name

Applicant Company

Email address

Phone Number

Address

Suburb

State

Postcode

Name request made on behalf of:

3. Documents sought

Under the FOI Act, I request access to the following document/s:

If you require more space, please attach a page.



4. Deletion of exempt matter or irrelevant material

The BPC strives to provide as much information as possible in response to FOI requests. However, certain details may be exempt under the FOI Act or irrelevant to the request. If you consent to receiving redacted documents, we can share the non-exempt, relevant information. Without consent, we must withhold the entire document.

I agree to receive access to redacted document/s under section 25 of the FOI Act, in order to receive the part of the document/s that can be released. Without consent, we must withhold the entire document.

5. Consultation with third parties

The FOI Act requires the BPC to consult with all individuals, businesses and government agencies referred to in the requested documents before it is permitted to make a decision concerning access.

Privacy statement:

The information requested in this form is collected by the BPC for the purposes of assessing and processing your request under the FOI Act. It will be used in accordance with relevant legislation, including the *Privacy and Data Protection Act 2014* (Vic). Your name and the nature of your request may be disclosed to third parties in order to comply with consultation requirements under the FOI Act.

For further information, visit www.bpc.vic.gov.au/privacy.

6. Pay the fee

To pay the application fee, please choose one of the following options:

1. Complete the [Authorisation for Credit Card form](#) and attach it to your email as a separate document.
2. Attach a cheque for \$34.50 payable to the Building and Plumbing Commission and mail it, along with your completed form, to the address provided in Section 7.
3. Complete the fee waiver request section below.

Fee waiver request:

If you wish for the BPC to consider waiving or reducing the application fee, please include relevant evidence as to how payment would cause hardship.

Limit 300 characters

7. How to submit your application

Please fill out, sign and submit your application

By mail:

Freedom of Information Officer
Building and Plumbing Commission
GPO Box 536
Melbourne VIC 3001

By email:

foi@bpc.vic.gov.au