

Freedom of Information application form

To make a Freedom of Information application to the Victorian Building Authority (VBA), complete this form in full and return to:

By email

foi@vba.vic.gov.au

By post

Freedom of Information Officer
Victorian Building Authority
PO Box 536
MELBOURNE VIC 3001

Your details

Applicant name: _____

Email address: _____ Phone number: _____

Postal address: _____

Suburb: _____ State: _____ Postcode: _____

Documents sought

Under the *Freedom of Information Act 1982 (Vic)* (FOI Act), I request access to the following document(s):

Guidance for common requests

You are required to provide sufficient information to enable relevant documents to be identified. The following information describes details that may help you comply with this requirement.

For a practitioner's insurance policy details:

- The practitioner's name and/or licence or registration number;
- The address where work was carried out;
- The date(s) work was carried out, or date work was completed;
- Plumbing certificate of compliance number.

For plumbing certificates of compliance:

- The practitioner's name and/or license or registration number;
- Consent to connect number, or PIC number, from your local water authority or local council;
- Address and lot number of the property;
- The date(s) work was carried out, or date work was completed.

For other searches:

- Any VBA reference number(s) (e.g. complaint number, case ID);
- The date(s) work was carried out, or date work was completed.

For further information on how to make a request, either call the VBA's FOI Officer on 1300 815 127 or send an email to foi@vba.vic.gov.au.

Please note, the FOI Act provides a right to access information in document form. Your request must be made for information contained in documents held by the VBA. Requests for general information cannot be processed.

Proof of identity and authority:

If you are seeking to access information which relates to you, including information about building or plumbing work where you are the consumer or practitioner, please provide proof of identity with this application (e.g. driver licence, birth certificate or passport).

If you are acting for a third party, please provide a signed authority to act, as well as any required proof of identity from your client.

Form of access:

Any documents determined to be released will be released electronically via email unless you request access in a different form.

Deletion of exempt matter or irrelevant material:

- 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.

Fees and Charges:

Applications are subject to processing charges as prescribed under the FOI Act. Before you obtain access to document(s) you may be required to pay processing charges in respect of this application. To request a waiver of the application fee or charges, please submit a written request with copies of supporting documentation (e.g. Health Care Card, Pensioner Concession Card).

Payment details

The application fee is **\$29.60**. Other fees and charges may be applicable, and will be calculated and notified in accordance with the FOI Act. You can make a payment by cheque, money order or credit card.

Payment by cheque or money order

Cheques are payable to Victorian Building Authority and attached to this application.

- I have attached a cheque or money order to this form.

Payment by credit card (VISA or MASTERCARD only)

- I authorise payment of \$29.60 from the following credit card:

Cardholder's name: _____

Credit Card Number: _____

Type of Card: VISA MASTERCARD Expiry date: _____

Signature: _____ Date: _____

Privacy statement:

The information requested in this form is collected by the VBA 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.vba.vic.gov.au/privacy.