



ACT
Government
**Transport Canberra
and City Services**

REQUEST UNDER
Freedom of Information Act 1989

Privacy Notice

This form is to be used for requesting information from the Transport Canberra and City Services Directorate (TCCS) under the *Freedom of Information Act 1989*. The personal information you supply on this form will only be used for the purpose of processing your request. If all or some of this information is not collected, TCCS may not be in a position to process your request. Your personal information will not be disclosed to a third party without your consent unless statutory obligations require otherwise.

The TCCS Information Privacy Policy contains information on how you can access or seek to correct any of your personal information that is held by the Directorate, as well as the process for lodging a complaint about an alleged breach of the *Information Privacy Act 2014*. The TCCS Information Privacy Policy is available on the TCCS website, www.tccs.act.gov.au.

Online Freedom of Information Policy

Please be aware that under the ACT Government's Online FOI Publication Policy, information released to you under this FOI application may be publicly released on the internet.

PART 1: YOUR DETAILS

Name:	
Address:	
Telephone contact:	
Email contact:	

PART 2: DETAILS OF FOI REQUEST

Please provide as much information as you can about the specific documents that you are seeking to access.

I would like to access the following document(s):

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PART 3: REMISSION OF FEES

There is no application fee. Processing charges may still be levied for work in excess of 10 hours processing time and/or 200 A4 photocopies. Applicants may wish to bear this in mind when formulating their request. You will be notified if charges apply to your request.

In relation to this request, I seek remission of any processing charges pursuant to section 29 of the *Freedom of Information Act*, on the grounds of:

Public Interest <input type="checkbox"/>	Financial Hardship <input type="checkbox"/>	Personal Affairs <input type="checkbox"/>
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Post to:
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Transport Canberra and City
Services Directorate
GPO Box 158
CANBERRA ACT 2601

Deliver to:
Attention: FOI Coordinator
Transport Canberra and City Services
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