SCHEDULE

(Section 13)

THE FREEDOM OF INFORMATION ACT, 1999

REQUEST FOR ACCESS TO OFFICIAL DOCUMENTS)

(pursuant to section 13)

1. Name of Public Authority .....
2. Name of Applicant .....
3. Address of Applicant .....
4. Telephone Number of Applicant .....

5. Doc. No.	Description of Document(s) Requested	Form of Access

[NOTE: Applicants shall identify the document(s), or provide sufficient information to enable an officer/employee of the public authority who is familiar with the relevant documents, to identify the document(s) requested with reasonable effort.

Continue on a separate page if necessary.

Subject to the provisions of the Act, access to a document may be granted by supplying a printed copy of it or by making it available for inspection or, if appropriate, by supplying a copy of a tape, disk, film or other material containing the information, by supplying a transcript of such tape, disk, film or other material or by making arrangements for the hearing or viewing of such tape, disk, film or other material].

6. Assuming that all documents request are exempt documents, give the Doc. No. of the documents described above of which you would like to have access to an edited version, if possible.

The making of this request is free of charge, but where access to a document is to be given in the form of a copy (printed or otherwise), the applicant shall be required to pay the prescribed fee.

Date of Application …….

Signature of Applicant ……