

# Freedom of Information request for documentation

## Please address all requests to:

Freedom of Information Coordinator  
Airservices Australia  
GPO Box 367  
CANBERRA ACT 2601

Or via email: [foi@airservicesaustralia.com](mailto:foi@airservicesaustralia.com)

## Privacy statement

Airservices ensures the protection of any personal information provided to it, as required by the *Privacy Act 1988* (Privacy Act) and in accordance with Airservices [Privacy Policy](#).

## Important information

The statutory processing time of 30 days commences once the application is determined to be valid. If consultation with a third party is required, the time limit is extended to 60 days.

If the information you seek relates to the personal information of a person other than yourself, Airservices will need to consult with that person if it appears to Airservices that the person might reasonably wish to make a submission that the document is exempt.

If the information relates to business affairs of a third person, Airservices will need to consult with the person if it appears to Airservices that the person might reasonably wish to make a submission that the document is exempt.

## Applicant's contact details

<b>Surname</b>	
<b>Given names</b>	
<b>Address</b> (only if you wish the documents to be mailed to you)	
<b>Telephone number</b> (optional)	
<b>Contact hours</b> (optional)	
<b>Email address</b>	

## Freedom of Information request for documentation

### Request

I,

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request under the *Freedom of Information Act 1982*, a copy of the following documents:

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**When phrasing the scope of your request please consider the following**

Do you consider Airservices employees details (names, positions, initials, signatures and contact details) as relevant to your request?	Yes / No
Do you consider drafts relevant to your request?	Yes / No
Do you consider third parties details (names, contact details, initials and identifiers) relevant to your request?	Yes / No

**Supporting information, as follows:**

To assist Airservices in processing your request you may also provide additional supporting information that may be relevant.

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**Enclosures**

Additional information attached.	Yes / No
Written permission attached allowing Airservices to release my personal information for the purpose of consulting with any affected third party.	Yes / No
Written permission from any third party to release information to me is attached. <b>Note:</b> If the consent is from a business or company it must be on their letterhead and signed by a director or equivalent senior manager.	Yes / No
My identification documentation is attached.	Yes / No

<b>Date</b>	/	/
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