FOI Ref No: <<Reference\_Number>>

<<Current\_Date>>

<<Applicant\_Title>> <<Applicant\_Given\_Name>> <<Applicant\_Surname>>

<<Applicant\_Address1>>

<<Applicant\_Address2>>

<<Applicant\_Suburb>> <<Applicant\_State>> <<Applicant\_Postcode>>

Dear <<Applicant\_Title>> <<Applicant\_Surname>>

I refer to your application made under the *Freedom of Information Act 1991* (the FOI Act) on <<Application\_Date\_Received>> received by this agency on <<Application\_Date\_Received>> for access to <<Application\_Summary>>.

This agency has conducted a search and found a number of documents that fall within the scope of your application. These documents are listed in the attached document schedule.

The FOI Act allows for the application of charges for the processing of your application. Please find attached a copy of the Schedule of prescribed fees and charges that can be charged for dealing with an FOI application.

I estimate that the agency will need to spend a total of *insert hours* to complete processing your application. Based on the Schedule of prescribed fees and charges, the estimated cost of processing the application will amount to $*insert total cost*. The details of how I have calculated this amount can be found in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Hours** | **Amount** | **Rate** | **Fee** |
| Finding Time |  |  | $ | $ |
| Sorting Time |  |  | $ | $ |
| Compiling Time |  |  | $ | $ |
| Photocopying Time |  |  | $ | $ |
| Copies |  |  | $ | $ |
| Consultation Time |  |  | $ | $ |
| **Estimated Total** |  |  |  | **$** |

Section 17(1) of the FOI Act allows an agency to request the FOI applicant to pay a reasonable amount by way of an advance deposit if the agency is of the opinion that the cost of dealing with the application is likely to exceed the application fee. As you can see from the table above, the estimated total cost does exceed the application fee.

Therefore, I request that you pay an advance deposit of $*insert amount payable* by *insert due date.* This advance deposit amount represents *insert appropriate percentage eg 50%* of the total estimated cost. As per section 17(6) of the FOI Act, the processing of your application will be suspended until payment of the advance deposit has been received.

Please send a cheque or money order for this amount made payable to <<FOI\_Agency>> to:

Freedom of Information

<<FOI\_Agency>>

*Insert agency address*

If you do not pay the advance deposit by *insert due date*, this agency will make a determination to refuse to deal with your application further pursuant to section 18(3) of the FOI Act.

Should you have any questions in relation to this matter, or wish to seek a review of the advance deposit amount, please contact me on telephone<<FOI\_Phone>>.

Yours sincerely

<<FOI\_Given\_Name>> <<FOI\_Surname>>

**Accredited FOI Officer**

<<FOI\_Agency>>

Encl: Document schedule

Schedule of prescribed fees and charges