FOI Ref No: <<Reference\_Number>>

ATTN: <<FOI\_Given\_Name>> <<FOI\_Surname>>  
Accredited Freedom of Information Officer  
<<FOI Agency>>  
<<FOI Address1>>  
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Facsimile: ……………………..

**RE: Consultation – Freedom of Information – *<<Application\_Summary>>***

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I *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name)* of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(address / company)* have read the abovementioned documents and am of the view that the documents should**/ should not** *(cross out the words that are not applicable)* be released to the applicant as requested pursuant to the *Freedom of Information Act 1991* (the FOI Act).

If you **consider** that the above documents **should not be** released, please state your reasons below with reference to clause 5, 6, 7 or 8 of Schedule 1 to the FOI Act *remove the clauses that are not applicable* – attach additional sheets if required:

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Please provide your contact details should there be a need to contact you to clarify your response:

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Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_

**Please complete this form and return to the above address or facsimile number by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).  
Should you have any queries, please contact <<FOI\_Given\_Name>> <<FOI\_Surname>>**