## 6 Fee estimate

[Date]

Our reference: [agency reference]

[Name]  
[Address]  
  
Via email only: [Email address]

Dear [Name]

**ESTIMATE OF FEES PAYABLE FOR YOUR ACCESS APPLICATION**

I refer to the access application you made under the *Freedom of Information Act 2016* (FOI Act) dated [date of access application].

I am writing to advise you that I have determined that a fee is payable in order for the information that you requested to be provided. This fee is estimated to be $X.

The Attorney-General has determined fees payable on access applications under section 104 of the FOI Act, which can viewed here: [*Freedom of Information (Fees) Determination 2018*](https://www.legislation.act.gov.au/di/2018-197/)*.*

In relation to your particular access application, the estimated fee has been calculated as follows:

A fee is payable for each page of information given in response to an application, excluding the first 50 pages, whether provided in printed or electronic format. The estimate is $xx.xx for xxx pages charged at $0.35 per page.

I note that the first 50 pages of information will be provided to you free of charge.

Before I proceed with processing your application, I require your confirmation that you wish to proceed given the fees now involved. Alternatively, it is open to you to:

* vary the scope of your application which may reduce the fees payable, and/or
* seek a waiver of the fee.

A response to this letter is requested by [due date]. You are, however, encouraged to respond as soon as possible to ensure that processing of your application is not significantly delayed. This is because, consistent with section 40 of the FOI Act, processing of your access application will not proceed until a response is received.

If you do wish to seek a total or partial waiver of fees, please provide an explanation of why you believe a waiver is appropriate and any supporting evidence you consider relevant to support your request.

You should be aware that agencies are required to waive the fee associated with an access application if the information requested:

* was previously publicly available
* has been made publicly available since the access application was received, or
* is considered of special benefit to the public (that is, it would better inform the public about government or concerns a public issue).

Fees must also be waived where the applicant is:

* a concession card holder (i.e. a current Commonwealth health care card, gold card or pensioner concession card) and demonstrates a material connection to the information requested
* a not-for-profit organisation and the information relates to the organisation’s activities or purposes
* a member of the Legislative Assembly

If you believe that one of the above scenarios applies in your circumstances, please advise us of this in your written response.

If you have any questions in relation to your access application or the above, please contact me on [insert telephone number] or email [insert positional email address].

Yours sincerely

[INSERT SIGNATURE BLOCK]