



Date

LGOIMA No. «TransactionID»
(Please quote this in any correspondence)

«AddressSalutation»
«AddressLine1»
«AddressLine2»
«AddressLine3»
«AddressLine4»
«AddressLine5»

Dear «Salutation»

Local Government Official Information And Meetings Act 1987

«Subject»

Thank you for your [select one of email/phone call/letter], which we received on «ReceiveDate», requesting information about «Subject».

We have assessed the amount of work required to respond to your request and provide the information you are seeking. On this occasion, the estimate exceeds the allowance of free time that we allocate to requests under the LGOIMA. Our charging policy details the amount that we may charge for the supply of information:

- The first four (4) hours of time spent on fulfilling official information requests will be free; and thereafter a charge of \$38.00 + GST for each additional half hour;
- All other charges incurred in the document preparation shall be fixed at an amount that recovers the actual costs involved.

The charges are as follows:

Insert charges here [XXX]

In accordance with clause 13(4) of the Local Government Official Information and Meetings Act 1987 (LGOIMA), Auckland Council requires that these charges are to be paid in advance of your receipt of the information.

Pursuant to section 27(3) of LGOIMA you have the right to make a written complaint to the Ombudsman if you are not satisfied with our response regarding the charge of \$[xx] for responding to this request.

At this juncture, there are a few options open to you, which include:

- Accept the quoted fee and proceed with your request, or
- Refine your request to remove the need for us to charge for the information, or
- Withdraw your request

Your request is on hold while you are considering your options; please let us know when you reach a decision. If we do not receive a response from you within 14 days from the date of this letter, we will close your request.

If you have any further queries please contact me on [XXX-XXXX], quoting LGOIMA No. «TransactionID».

Yours sincerely

«PersonResponsibleName»
Privacy & LGOIMA Business Partner
Democracy Services