

Template letter 12

Refusal letter under section 18(d) OIA / section 17(d) LGOIMA— Information publicly available

[Date]

[Name and address of requester]

Dear [name]

Official information request for [brief detail of subject matter of request]

I refer to your official information request dated [date] for [brief detail of the subject matter of the request].

This information is already publicly available at [provide directions on where and how to access the information].

As you are able to access this information yourself, I am refusing your request under section [18(d) of the OIA / 17(d) of the LGOIMA] (the information is publicly available).

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact [details of contact person].

Yours sincerely

[Name]