

Template letter 25

Consultation with third parties

[Date]

[Name and address of third party]

Dear [name]

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

I am writing to you because [agency] has received an [Official Information Act (OIA) / Local Government Official Information and Meetings Act (LGOIMA)] request [from requester's name, where this can be supplied because the requester has consented, or the requester is a group / individual seeking information in their professional capacity] for [brief details of the subject matter of the request].

We are consulting you on this request because [some of] the information at issue [is about/was supplied by/could potentially affect you if disclosed]. We are prepared to consider your views before making a decision on the request.

What is the [OIA/LGOIMA]?

The [OIA/LGOIMA] enables people to request official information held by [local] government agencies, including [agency]. [Agency] must release the requested information unless there is a good reason for withholding it. The good reasons for withholding official information are listed in sections [6 and 9 of the OIA / 6 and 7 of the LGOIMA]. The reasons that seem most relevant to us in this case are [list relevant sections].

The information at issue

[We enclose a copy of the information at issue for your ease of reference] OR [The information at issue includes the following documents, which should already be in your possession].

[Use if redactions have been made to the information supplied to the third party] We have had to make some redactions to this information in order to protect other interests [specify reasons for redactions].

Our initial views

[If applicable, explain the agency's preliminary assessment of the withholding grounds and the countervailing public interest in release (if relevant), and outline any information that is proposed to be released].

Your views

We would appreciate your views about how disclosure of the information at issue would affect your interests. It may be that you do not object to the information being disclosed. However, if you have concerns about release of the information, the more detail you can provide, the better. It is not enough simply to object to disclosure.

With that in mind, please let us know:

- what information (if any), you are happy for us to release;
- what information you are most concerned about us releasing, and why;
- how release of that information is likely to affect your interests; and
- any other information you think we should take into account before making our decision.

Our decision

It is our responsibility to make the final decision on this request. We will take your views into account in making that decision, but you cannot veto release of the information. We will let you know the decision we end up making.

Please provide your views by [date] to [provide any specific delivery instructions, for example, email address]. Please note that if we do not hear from you by [date], we may assume you do not want to comment, and proceed to make our final decision based on the information before us.

If you want to discuss this [OIA / LGOIMA] request, you can contact [provide details of staff member who can assist].

Yours sincerely

[Name]