**Third party consultation record**

**Applicant name**: [Insert applicant’s name] **Agency ref**: [Insert agency reference]

Under *Professional Standard 7.3*, where an agency notifies and seeks the views of a third party, it must ensure it keeps a record of:

1. who was notified;
2. whether the third party did or did not respond to the notification;
3. if the third party responded, whether they consented or objected to disclosure of the information or document; and
4. where provided, the third party’s reasons for objecting.

Under *Professional Standard 7.2*, if an agency determines it is not practicable to notify and seek the views of a third party, it must keep a record of why it is not practicable. However, a record does not need to specify every individual third party and may be general in nature.

An example is included in the table below.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Record of third party consultation under the *Freedom of Information Act 1982* (Vic)** | | | | | | | | | | |
| **Applicant:** | | John Smith | | | | **Date valid request received:** | | 4 January 2019 | | |
| **Agency reference:** | | FOI6789 | | | | **Decision due date:** | | 4 February 2019 | | |
| **FOI officer:** | | Morgan Grey | | | | | | | | |
| **Date** | **Third party** | | **Were they consulted?** | **Why consultation was not practicable (*if applicable*)** | **Whether the third party responded (*if applicable*)** | | **Whether the third party consented or objected to disclosure (*if applicable*)** | | **The third party’s reasons for objecting (*if applicable*)** |
| 11/01/2019 | Joe Smith | | Yes | - | Yes | | Consented | | - |
|  |  | |  |  |  | |  | |  |

*Repeat as necessary*