

# Freedom of Information Application Form

## DETAILS OF APPLICANT

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Postal Address: \_\_\_\_\_ P/code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Organisation Name (if application is on behalf of an organisation): \_\_\_\_\_

## DETAILS OF REQUEST

I am applying for access to document(s) concerning matters which are:

Personal

Non-Personal

These document(s) are:

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## FORM OR ACCESS (Tick whichever is appropriate)

I wish to inspect the document Yes  No

I require a copy of the document(s) Yes  No

I require access in another form Yes  No

Specify form required: \_\_\_\_\_

## FEES AND CHARGES

A fee of \$30.00 must be paid to cover the application fee. I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

NOTE: In certain cases a reduction in fees and charges may apply. If you believe that you are entitled to a reduction, submit a request with copies of supporting documentation with the form.

I am requesting a reduction in fees and charges: Yes  No

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

FOI Reference No.: \_\_\_\_\_ Response Deadline: \_\_\_\_\_

Received on: \_\_\_\_\_ Acknowledged on: \_\_\_\_\_

## Proof of Identity (if applicable):

Type: \_\_\_\_\_ Signed: \_\_\_\_\_



## NOTES

### FOI Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The Shire of Toodyay may request proof of your identity.
- If you are seeking access to a document(s) on behalf of another person, the Shire of Toodyay will require authorisation in writing.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from the FOI Co-ordinator.
- *The Freedom of Information Act 1992* is available for purchase from the State Government Bookshop, 815 Hay Street, Perth. Telephone: (08) 9222 8216 or visit their website at [www.wa.gov.au/statutes](http://www.wa.gov.au/statutes)

### Forms of Access

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

Where the Shire of Toodyay is unable to grant access in the form requested, access may be given in a different form.

### Fees and Charges

- \$30.00 application fee (non-personal information ONLY).
- An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth Government under the *Rates and Charges (Rebates and Deferments) Act 1992* may be eligible for a reduction of 25% in the charges associated with the application.
- No reduction is applicable to the application fee.