

Application for Access to Documents

Under the *Freedom of Information Act WA 1992* (s.12)

Freedom of Information (FOI) Application Form

Applicant Details

Title
(Mr, Mrs, Ms, Dr, etc.)

Last Name

First Name/s

Address
For receipt of notices under s.12(1)(c) of the FOI Act, provide an address in Australia

Telephone

Mobile

Name of organisation
(if application is on behalf of an organisation)

Information Request

Category of request (choose one)

Personal information

There is no charge for requests for personal information (only).

Non-personal information

Attached is a cheque/cash for \$30 application fee.

I understand that before I obtain access to documents I may be required to pay processing charges in respect to this application and that I will be supplied with a statement of charges, if appropriate.

Discounts may be available. In certain cases a reduction in processing charges may apply. If you consider yourself entitled to a reduction, please tick the box below and attached copies of person card/s or other documents which support your request.

I am requesting a 25% reduction in processing charges because I am financially disadvantaged and/or the holder of a pensioner concession card.

Subject matter to which the request relates

Date/s or range of dates of documents requested

Details of specific document/s requested
(please attach additional sheets if necessary)

Format of Information/Documents Requested

I require a copy of the document/s	Yes	No
I wish to inspect the document/s	Yes	No
I require access in another format	Yes	No

If Yes, specify format

Please delete all 'personal information' relating to third parties from the requested documents	Yes	No
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Please delete all 'prescribed details' relating to agency officers from the requested documents	Yes	No
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Please note that deleting personal information and/or prescribed details such as names, position titles, addresses, telephone numbers, email addresses and signatures, means that WATC may not need to consult with those third parties or officers, which means applications may be dealt with quicker and incur lower charges.

Please sign below and forward your application to WATC clearly marked "FOI Application"

Applicant's
Signature

Date

Contact Details

FOI applications, payments, correspondence and general enquiries may be directed to:

FOI Coordinator
Level 12, 225 St Georges Terrace, Perth WA 6000, Australia
P: +61 8 9235 9100
E: foi@wadc.wa.gov.au

Notes

FOI Applications

- Please provide sufficient information to enable the correct document/s to be identified.
- In accordance with s.29 of the FOI Act, WATC may request proof of your identity.
- If you are seeking access to document/s on behalf of another person, WATC will require authorisation, usually in writing.
- Your application will be dealt with as soon as practicable and within the time specified in the FOI Act (45 days after it is received).