

Application for Access to Documents

Freedom of Information Act (s.12)

Privacy – The personal information collected on this form will only be used by the Shire of East Pilbara for providing the requested service. Information will be stored securely by the Shire and will not be disclosed to any third party without written consent.

Applicant Details

Surname: _____	First Name: _____
Address: _____	
Post Code: _____	Contact Number: _____
Name of Organisation (If applicable): _____	

Details of Request

Please indicate whether documents are:

Personal: Non-Personal:

I wish to apply for access to documents concerning:

Note: Please provide specific details to ensure clarity for your request.

Form of Access preferred

Inspection: Hard Copy: Electronic Copy: Other:

Payment Method

An application fee of \$30.00 is required for non-personal applications

Cheque (Please make payable to the Shire of East Pilbara)

Credit Card

Note: for security reasons, the Shire of East Pilbara cannot accept written credit card details. Therefore, please provide the name as displayed on your credit card and sign to authorise the Shire to debit that card. The Shire will contact you to obtain your credit card details.

Name on Card: _____

Signature: _____ Date: _____

Authorisation

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 an estimate of charges if this is the case.

Note: Fees and charges are set by the Freedom of Information Regulations – Schedule 1

Signature: _____ Date: _____

Note: Response time is 45 days from date of receipt

Further Information

For general information and advice on FOI's you can also contact the Office of the Information Commissioner on (08) 6551 7888, email info@foi.wa.gov.au or see their website www.oic.wa.gov.au

Office use only

FOI Reference Number: _____

Received Date: _____ Deadline for response date: _____