



APPLICATION FOR ACCESS TO DOCUMENTS
(Under Freedom of Information Act 1992, S.12)

DETAILS OF APPLICANTS

Surname:

Given Name(s):

Australian Postal Address:

Email:..... Telephone Number:.....

If application is on behalf of an organisation:

Name of Organisation/Business:

.....

TYPE OF REQUEST (PLEASE TICK APPROPRIATE BOX)

Personal information relating to the application

Non Personal Documents

DOCUMENT DETAILS:

I am applying for access to document(s) concerning (please be as specific as possible

.....

.....

.....

.....

FORM OF ACCESS (please tick appropriate box)

I wish to inspect the document(s)

Yes No

I require a copy of the document(s)

Yes No

I require access in another form

Yes No

Specify:

.....

FEES AND CHARGES:

Attached is a cheque/cash to the amount of \$_____ 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.

In certain cases, a reduction in fees and charges may apply – See Freedom of Information Procedures and Access Arrangements Form. If you consider you are entitled to a reduction submit a request with copies of documents, which support your application for a fee reduction.

For more information, please visit the Office of the Information Commission website.

I am requesting a reduction in fees and charges Yes No

Note:

Your completed application form can be lodged;

By Post

FOI, Shire of Brookton
PO Box 42
Brookton WA 6306

In person

Shire of Brookton
14 White Street
Brookton, 6306

By email

mail@brookton.wa.gov.au

Application Forms can be obtained via the Shire Website, www.brookton.wa.gov.au or from the Shire Administration Office.

APPLICANTS SIGNATURE: DATE: ____/____/____

(Office Use Only)

FOI Reference Number:

Received on:..... Deadline for response:

Acknowledgement sent on:

Proof of Identity (if applicable):

Type:..... Sighted:.....