



**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](http://www.brookton.wa.gov.au) or from the Shire Administration Office.

APPLICANTS SIGNATURE: .....      DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**(Office Use Only)**

FOI Reference Number: .....

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

Acknowledgement sent on: .....

Proof of Identity (if applicable):

Type:.....    Sighted:.....