



14 White Street, BROOKTON WA 6306

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

DETAILS OF APPLICATION

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

DOCUMENTS DETAILS

I am applying for access to documents(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 www.oic.wa.gov.au/en-au.

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 _____