

Freedom of Information Application Form

All correspondence to:

The Chief Executive Officer, Locked Bag 1 Busselton WA 6280
T: (08) 9781 0444 E: city@busselton.wa.gov.au www.busselton.wa.gov.au
Office Hours: Monday to Friday 8:30am to 4:30pm

FREEDOM OF INFORMATION APPLICATION FORM APPLICATION FOR ACCESS TO DOCUMENTS

Freedom of Information Act 1992

Please refer to the information in Part 6 of the City's Information Statement (published in accordance with the *Freedom of Information Act 1992*) before completing this form.

DETAILS OF APPLICANT

Surname: _____ Given Names: _____

Postal Address: _____

Phone: _____ Email: _____

Organisation Name (if application is on behalf of an organisation): _____

DETAILS OF REQUEST

I am applying for access to document(s) concerning matters which are: Personal Non-Personal
(Tick whichever is appropriate)

These document(s) are:

FORM OF ACCESS (Tick whichever is appropriate)

I wish to inspect the document Yes No

I require a copy of the document(s) Yes No

I require access in another form Yes No

Specify form required: _____

FEES AND CHARGES

Attached is a cheque/cash to the amount of \$30.00 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.

NOTE: *In certain cases, a reduction in charges may apply (see the section on fees and charges on the back of this form). If you consider that you are entitled to a reduction, submit a request with copies of supporting documents with this form.*

No reduction to application fee shall apply.

I am requesting a reduction in charges

Yes

No

ACKNOWLEDGEMENTS

I have read Part 6 of the City's Information Statement

Yes

No

I acknowledge that Schedule 1 of the Freedom of Information Act 1992 provides for matter that is "exempt" from disclosure

Yes

No

APPLICANT'S SIGNATURE _____ **DATE** _____

(Office Use Only)

FOI Reference Number _____

Deadline for response ____/____/____

Received on ____/____/____

Acknowledgment sent on ____/____/____

Proof of Identity (if applicable)

Type _____

Signed _____