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 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)

Detail of document(s) requested:

_____

_____

_____

_____

_____

_____

Specify date range of document(s) (if relevant): _____

_____

FORM OF ACCESS (Tick whichever is appropriate)

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 form required: _____

FEES AND CHARGES

Attached is a cheque/cash to the amount of $30.00 to cover the application fee Yes ☐
; or
I require an invoice to be issued for the application fee Yes ☐ No ☐

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. If you consider that you are entitled to a reduction, submit a request with copies of supporting documents with this form.*

No reduction to the application fee shall apply.

I am requesting a reduction in charges Yes ☐ No ☐

ACKNOWLEDGEMENTS

I have read 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_____