



Freedom of Information Application form

Freedom of Information Act 1992

APPLICANT DETAILS

Full Name: _____
(include Title, initials and surname of the person making this request)

Main Address: _____
(Residential / Premises Address including Suburb and Postcode)

Postal Address: _____
(if different from above)

Phone (H): _____ (M): _____ (W): _____

Email: _____

Business Name: _____ ABN: _____
(include if application is on behalf of organisation)

DETAILS OF REQUEST

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

These document(s) are: _____

FORM OR 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 format required: _____

FEES AND CHARGES

A fee of \$30.00 must be paid to cover the application fee. In certain cases a reduction in fees and charges may apply. If you believe you are entitled to a reduction, tick the box below and attach copies of supporting documentation to substantiate your claim for a reduction in fees and charges.

I am requesting a reduction in fees and charges: Yes No

I understand that before I obtain access to documents I may be required to pay additional charges in respect of this application, in accordance with the FOI regulations, and such charges will be provided to me on a statement, where appropriate.

Signature: _____ Date: _____
Applicant(s) Signature



Administration Centre
15 Fiennes Street (PO Box 96)
TOODYAY WA 6566

T (08) 9574 9300
F (08) 9574 2158
E records@toodyay.wa.gov.au
W www.toodyay.wa.gov.au

Notes

FOI Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The Shire of Toodyay may request proof of your identity.
- If you are seeking access to a document(s) on behalf of another person, the Shire of Toodyay will require authorisation in writing.
- Your application will be dealt with as soon as practicable, within 45 days after it is received.
- The Freedom of Information Act 1992 is available on-line through the wa.gov.au website link at www.wa.gov.au/statutes
- Further information can be obtained from the FOI Coordinator.

FORMS OF ACCESS

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

Where the Shire of Toodyay is unable to grant access in the form requested, access may be given in a different form.

FEES AND CHARGES

- \$30.00 application fee (non-personal information ONLY).
- An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth Government under the Rates and Charges (Rebates and Deferments) Act 1992 may be eligible for a reduction of 25% in the charges associated with the application.
- No reduction is applicable to the application fee.

OFFICE USE ONLY

RMS Ref No: _____ Received on: _____ Response Deadline: _____

Acknowledged on: _____ Assigned to: _____

Proof of Identity:
(if applicable) Type: _____ No. Ref: _____ Signed: _____