



FREEDOM OF INFORMATION APPLICATION FOR ACCESS TO DOCUMENTS (Under Freedom of Information Act 1992, s.12)

DETAILS OF APPLICANT:

Surname: Given Names:

Australian Postal Address:

Postcode:

Telephone Number(s):

Name of Organisation/Business: (If an application is on behalf of an organisation)
.....

DETAILS OF REQUEST:

Personal Documents Non-personal Documents

I am applying for access to document(s) concerning (please be specific):
.....
.....
.....
.....

FORM OF ACCESS:

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 format:

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. In certain cases a reduction in fees and charges may apply – see Notes attached. If you consider you are entitled to a reduction, submit a request with copies of documents that address the criteria in the Notes and support your application for a fee reduction.

In certain cases a reduction in fees and charges may apply – see Notes attached. If you consider you are entitled to a reduction, submit a request with copies of documents that address the criteria in the Notes and support your application for a fee reduction.

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

APPLICANT'S SIGNATURE DATE



OFFICE USE ONLY

FOI Reference Number:.....

Received on:.....

Deadline for Response:.....

Acknowledgement sent on:

**PROOF OF IDENTITY
(If applicable)**

Type:.....

Sighted:.....

Type:.....

Sighted:.....

If you have any questions regarding your Freedom of Information application, please contact Executive Manager of Corporate Services, Kevin Wilson on (08) 9949 3000 or via email on emcs@exmouth.wa.gov.au

Last reviewed 09/2015

