

APPLICATION FOR ACCESS TO DOCUMENTS

Freedom of Information Act 1992

Please refer to the Shire'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: _____ or Non-Personal _____

Detail of document(s) requested:

FORM OF ACCESS (Tick whichever is appropriate)

I wish to inspect the document(s)	Yes	No
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I require a copy of the document(s)	Yes	No
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I require access in another form	Yes	No
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Specify form required: _____

FEES AND CHARGES

Attached is a cheque/cash to the amount \$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 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

APPLICANTS SIGNATURE:

All Correspondence to:

The Chief Executive Officer

PO Box 4 Boddington WA 6390

T: (08) 9883 4999 Email: shire@boddington.wa.gov.au