

This form is used to apply for access to documents held by the Shire of Boddington under the *Freedom of Information Act 1992*. Before completing this form, applicants should review the Shire's Information Statement, which provides information about the types of documents held by the Shire and how access may be requested. A \$30.00 application fee applies for non-personal information, and additional processing charges may apply.

Details of Applicant

First Name:		Surname:	
Postal Address:			Postcode:
Email:			Phone:
Organisation Name <i>(if applicable is on behalf of an organisation):</i>			

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
I require a copy of the document(s):	☐ Yes ☐ No
I require access in another form:	☐ Yes ☐ No
Please specify which form(s) are 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: (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: <i>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>	☐ Yes ☐ No

I am requesting a reduction in charges:

☐ Yes ☐ No

Acknowledgments

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:

Date:

All Correspondence to:

The Chief Executive Officer

PO Box 4 Boddington WA 6390

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

OFFICE USE ONLY

Receiving Officer:

Date Received:

Date Processed:

Record System
Reference: