



Application for Access to Documents

(Freedom of Information Act 1992, S.12)

APPLICANT DETAILS

Name of Applicant: _____

Telephone Number: _____

Postal Address: _____ Postcode: _____

Email Address: _____

If application is on behalf of an organisation

Name of Organisation/Business: _____

DETAILS OF REQUEST

I am applying for access to document(s) concerning: _____

Please indicate: Personal Documents Non-Personal Documents

Describe clearly the documents you are requesting access to (include subject matter, time period or date range, or any other information that would help identify the requested documents). **Please specify type of documents rather than entire files.** Including your reason for access **(although not a requirement)** may assist in the accurate capture of documents.

FORMS 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 (please specify) Yes No

FEES AND CHARGES

Attached is a cheque/cash to the amount of \$30.00 to cover the application fee (non-personal information ONLY). I understand that before I obtain access to documents I may be required to pay additional processing charges in respect to this application and that I will be supplied with a statement of charges if appropriate.

Applicant's signature: _____ **Date:** _____

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|-------------------------|---|---|
| Lodge your application: | By Post, addressed to: Director Corporate & Community Services Shire of Ravensthorpe PO Box 43 Ravensthorpe WA 6346 | In person at: Shire of Ravensthorpe 65 Morgan Street Ravensthorpe WA 6346 |
|-------------------------|---|---|

OFFICE USE ONLY

F.O.I REF: _____ RECEIVED ON: _____

DEADLINE FOR RESPONSE: _____ ACKNOWLEDGEMENT SENT ON: _____

PROOF OF IDENTITY TYPE (if applicable): _____

SIGHTED BY: _____