



FOI APPLICATION FOR ACCESS TO DOCUMENTS

(Under the Freedom of Information Act 1992, s12)

1. APPLICANT DETAILS

Title: Mr Mrs Ms Dr Other

Surname: Given name/s:

Organisation: (if applicable)

Postal address: (An address in Australia to which notices under the Act can be sent)

Postcode:

Phone No: () Mobile No: Email:

2. NAME OF CLIENT: (if applicable)

Note: *If the application is on behalf of an individual whose personal / commercial / business information may be contained in the documents, a signed authority identifying you as the applicant's agent is required before any documents can be released.*

3. TYPE OF REQUEST:

Personal Information * (documents of the agency that contain personal information about you, or were supplied by or to you.)

Non-Personal Information (documents of the agency that contain personal / commercial / business information about a third party, or were supplied by or to a third party who is not the applicant)

Note: *If the application is for access to or amendment of your personal information, you need to provide identification which confirms your identity e.g. driver's licence, valid passport or similar.*

4. FORM OF ACCESS REQUIRED:

Copy of the document/s

Inspection of document/s

Access in another form (Details)

Charges

There may be processing charges in respect of your application. If the amount is likely to be more than \$25, you will be provided with an estimate of charges and given 30 days to advise if you wish to continue with the application.

Processing Charges Reduction

The FOI Regulations allow for a 25% reduction in processing costs if the applicant holds any of the following cards.

- a valid Commonwealth-issued pensioner card; or
- another type of government-issued concession card (e.g. WA Seniors Card); or
- a student card (e.g. WA Student Card).

Processing Charges Waiver

The FOI Act allows for waiving of processing charges if an applicant is financially disadvantaged.

Note: The legislation has made no provision for reduction or waiver of the application fee.

8. PAYMENT FOR APPLICATION FOR NON-PERSONAL INFORMATION

An application may be posted, along with a cheque, money order or credit card details to cover the cost of the \$30 application fee. Cheques or Money Orders are made payable to the **Town of Narrogin**.

Note: Cash can be used, if paying in person.

9. LODGEMENT OF APPLICATIONS

By Post:

FOI Officer
Town of Narrogin
PO Box 188
NARROGIN WA 6312

In Person:

FOI Officer
Town of Narrogin
89 Earl Street
NARROGIN WA 6312

By Email:(credit payment details required)
to **enquiries@narrogin.wa.gov.au**
Att: FOI Officer

Phone: (08) 9890 0900

10. CREDIT CARD PAYMENT

Card Number: - - - **Expiry Date** /

Card Type: (Please tick) **Master Card** **Visa** **Amount**

Cardholder's Name: (Please print)

Signature:

Note: The credit card number will be removed when the payment has been receipted

Office Use Only

Received: ---- / ---- / ----

Validated (Fee Paid): ---- / ---- / ----

Receipt/Tax Invoice No: ---- ---- ----

Proof of Identify: (Access to or amendment of personal information only) Sighted by _____