



APPLICATION FOR ACCESS TO DOCUMENTS

Details of Applicant

(Please complete this section in full. Applications without all fields completed will be automatically rejected.)

Surname		Given Names	
Email Address			
Postal Address			
Postcode		Phone/Mobile	

If the application is **on behalf** of an organisation or business then please provide the name of organisation/business here:

Details of Request

For the following please tick the box which applies: **Personal Documents** **Non-personal documents**

I am applying for access to these document(s) which concern:

In terms of accessing these documents, please tick the applicable method you prefer/require as follows:

In person inspection **Yes** **No** | **Electronic copy** **Yes** **No** | **Hardcopy** **Yes** **No**

If you would require a different form of access, please specify as follows:

Payment & Signature

I understand that for non-personal documents, fees and charges will apply. **Attached** is a cheque/cash to the amount of **\$30.00** to cover the **application fee**. I understand that before I obtain access to any 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 be applied – refer to 'Notes' overleaf. If you believe you are entitled to a reduction then please submit a request with copies of documents which address the criteria on the back of this form and support your application for a fee reduction.

I would like to request a reduction in fees and charges **Yes** **No**

Applicant's Signature		Date	
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Office Use Only

FOI Ref No.		Received on	
Deadline for Response		Acknowledgement sent	

Proof of Identity

(if applicable)

Type		Sighted	
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Application Form Notes

When applying please be sure to identify, describe or outline the documents you are seeking access to. Your request ideally should provide sufficient information to enable Shire staff to easily identify and locate all relevant documents(s).

When writing your request be specific about which document(s) you are seeking and include as much information as possible. Think about:

- What the document(s) relate to, e.g. a complaint you made or a particular project;
- The date range in which the document(s) may have been created;
- Where the document(s) might be located, e.g. in a particular email account, with a specific person or held by a business or work unit; and
- The type of document(s) you are seeking, e.g. an email, report, CCTV footage, etc.

Applications in writing must:

1. Include enough information so that the requested documents can be identified;
2. Give an address in Australia where notices can be sent; and
3. Be lodged at an office of the Shire of Gingin with the \$30.00 application fee payable.

It should be noted that some documents are for viewing only and documents cannot be copied which would breach the *Copyright Act 1968*.

For more information please refer to the following sections in the **Information Statement** (the 'document') which can be viewed on the Shire of Gingin's website (www.gingin.wa.gov.au/freedom-of-information) or on previous pages of this document if you are viewing the form within the document.

FOI APPLICATIONS

Refer to page 9 of the document.

FEES AND CHARGES

Refer to page 8 of the document.

FORMS OF ACCESS

Refer to page 9 of the document.

LODGEMENT OF APPLICATIONS

Applications may be lodged:

By post, addressed to:

Freedom of Information Officer
Shire of Gingin
PO Box 510
GINGIN WA 6503

OR

In person at:

Shire of Gingin
Administration Office
7 Brockman Street
GINGIN WA 6503