

FREEDOM OF INFORMATION REQUEST FORM

[Pursuant to the *Freedom of Information Act 1992*, s 12]

Please read this form in conjunction with the Shire's [Information Statement](#), available on the website.

1 Applicant Details				
Title: [Miss, Mr, Mrs, Ms, other]				
First Name:				
Surname:				
Australian Postal Address:				
Agent/Representative's name: <i>(if applicable)</i>				
Phone:				
Email:				
Reference Number:				
2 Application Type				
<input type="checkbox"/>	Personal Documents (incurs no fees and will contain information pertinent to applicant only) <i>Note: A personal information request is applicable if seeking access to, or the correction of, the applicant's (client's) personal information.</i> <i>Note: Documents which contain the applicant's personal information will only be provided when the application is accompanied by a copy of a primary identification document.</i>			
<input type="checkbox"/>	Non-Personal Documents - (incurs \$30.00 application fee and associated charges and may, subject to <i>the Act</i> and/or consultation, contain information regarding third parties.) <i>Note: A request seeking access to information about persons other than the applicant, is deemed a request for non-personal information, although personal information about the applicant may also be included.</i>			
3 Access Request				
Please clearly describe the information you are applying to access. If you are unsure what a specific document may be called, please provide any dates, locations, reference numbers, subject matter or any other information that would enable the document(s) to be identified. Please specify the actual information sought rather than entire file. Your reason for access may also assist with processing.				
4 Form of Access				
I wish to inspect the document(s)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
I require a copy of the document(s)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

5 Fees and Charges: Non-Personal Applications

Payment is required with applications for Non-Personal Information. I understand that before I obtain access to this information, 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.

Please confirm your preferred payment method below:

I attach a cheque or money order to this application. (Made out to the 'Shire of Plantagenet').

I will pay by cash in person

I will provide my credit /debit card details in person or over the phone

6 Requesting a Reduction in Charges

In certain cases, a reduction in charges may apply – see section 8.3 on Fees and Charges on page 3. If you consider you are entitled to a reduction in charges, please submit a request with copies of documents that address the criteria on page 3 and support your application for a fee reduction.

I am requesting a reduction in charges Yes No

If 'Yes', reason:

I have attached supporting documentation for this request. Yes No

7 Applicant Declaration and Acknowledgement

I declare that the information provided in this form is complete and correct.
 I understand that obtaining access to personal information of another by deceit is an offence under section 109 of the [Freedom of Information Act 1992](#).
 I have included any relevant application fee and 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.

Applicant Signature	Date signed:
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*To note: If this form is completed by an agent acting on behalf of the Applicant, and this form has **not** been signed by the Applicant, a signed and dated statement of authority must be included with the application.*

8 Notes

8.1 FOI Applications

- a) Please read this form in conjunction with the Shire's Information Statement, available on the website.
- b) Please provide sufficient information to enable the correct document[s] to be identified.
- c) Applications to access or amend personal information of an applicant must be accompanied by proof of identification documentation (which includes the Applicant's date of birth).
- d) If you are seeking access to a document[s] on behalf of another person, the Shire will require authorisation, in writing.
- e) Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- f) The [Freedom of Information Act 1992](#) is available on the www.legislation.wa.gov.au website or for purchase from the State Law Publisher, 10 William Street, Perth (telephone (08) 6552 6000).
- g) Freedom of Information queries for the Shire of Plantagenet should be directed to info@sop.wa.gov.au or 9892 1111.

8.2 Forms of Access

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

Where the agency is unable to grant access in the format requested, access may be given in a different format.

8.3 Fees and Charges

- a) No fees are applicable for access applications relating to personal information and amendment of personal information.
- b) No charges are applicable for applications for access to or amendment of personal information.
- c) An application fee of \$30 is applicable for all access applications relating to non-personal information.
- d) The following fees may be charged. The fees are set out in [Schedule 1, the Freedom of Information Regulations 1993](#), detailed in the Shire's [Information Statement](#), and the Shire's Schedule of Fees & Charges.
 - i) for staff time may be applied for dealing with a non-personal application, and
 - ii) for photocopies may be charged for non-personal applications (refer to the Shire's Schedule of Fees & Charges).
- e) Actual cost to the Shire charged for postage, special arrangements for access and for specialized access such as reproductions and the like may be imposed for non-personal applications.
- f) For reduction in charge criteria refer to [Item 3. General provisions relating to charges of the FOI Regulations 1993](#).

8.4 Lodgment of Applications

Please complete, sign and lodge your completed application form, including any relevant attachments and applicable application fee as follows:

By post

Freedom of Information Coordinator
Shire of Plantagenet
PO Box 48
MOUNT BARKER A 6 324

In person

Freedom of Information Coordinator
Shire of Plantagenet
22 – 24 Lowood Road MOUNT
BARKER WA 6324

By email:

info@sop.wa.gov.au

9 Privacy

We value your privacy. Once submitted, this form is classed as OFFICIAL SENSITIVE. Any information you provide will be dealt with in accordance with the [Freedom of Information Act 1992](#) and our [Privacy Policy](#).

10 FOI Application Checklist

- a) An Australian address has been provided in Section 1 of this application.
- b) Sufficient information has been provided to enable the correct document(s) to be identified.
- c) Personal information application – Photo identification has been provided in accordance with section 29 of the [Freedom of Information Act 1992](#).
- d) Signed authority to prove you have authority to act on the client's behalf is attached (when applicable).
- e) Payment of the FOI application fee has been made for a non-personal information application