**Freedom of Information application form**

Under sections 12 and 46 the *Freedom of Information Act 1992*

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| Details of applicant |
| Title: |
| Surname: |
| Given name/s: |
| Postal address: |
| Organisation: |
| Phone Number: |
| Mobile Number: |
| Email address: |

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| Details of request |
| I am applying for: |
| Access to non-personal information ($30 application fee required) |
| Access to personal information (no application fee required) |
| Amendment of personal information |
| Describe the document/s you are requesting access to (include any information that will assist the Department to identify the documents, including subject matter and date ranges) or the personal information you would like to have amended: |

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| Type of access requested |
| I require a hardcopy of the document/s |
| I require an electronic copy of the document/s |
| I would like to inspect the document/s |
| I require access in another form (please specify): |

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| Payment details |
| I will pay the $30 application fee by: |
| Cheque (made out to the Department of Local Government, Sport and Cultural Industries) |
| Cash |
| Eftpos/credit card |
| Card type: |
| Cardholder name: |
| Card number: |
| Expiry date: |
| Cardholder’s signature: |
| I understand that before I am given access to document/s I may be required to pay additional processing charges in relation to this application and that I will be provided with an estimate of those charges. |

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| Important information |
| *Personal and non-personal information*  An application requesting access to personal information means that you are only requesting access to information that is just about you. All information that does not relate to you will be redacted from the document/s prior to disclosure.  An application for access to non-personal information means that you are requesting access to information that is not just about you, such as information that relates to the Department’s functions and services or personal information about other people. |
| *Proof of identity*  If you are applying for access to documents containing your personal information, your application must be accompanied by a copy of a primary identification document, such as a driver’s licence or passport.  If you are applying for access to documents on behalf of someone else, please provide written authorisation from that person that you are acting as their representative in respect of the application. |
| *Fees and charges*  In circumstances where the Department decides to impose additional processing charges, you can request that those charges be waived or reduced if you cannot afford them or you hold a valid pensioner concession card. This application should be accompanied by proof of eligibility.  The $30 fee for requesting access to non-personal information cannot be waived or reduced. |
| *Lodging the application*  You can lodge this application:   * In person and brought to the Department’s Perth office at:   140 William Street  Gordon Stephenson House  2nd Floor Reception  PERTH WA 6000   * By post and addressed to:   FOI Coordinator,  Department of local Government, Sport and Cultural Industries  PO Box 8349  Perth Business Centre WA 6849   * By email to [foi@dlgsc.wa.gov.au](mailto:foi@dlgsc.wa.gov.au) |
| *Assistance*  If you need assistance to lodge this application with the Department you can contact the FOI Coordinator by telephone on (08) 9492 9878 or by email at [foi@dlgsc.wa.gov.au](mailto:foi@dlgsc.wa.gov.au) |