

Attachment 1 - Application for Access to Documents

SHIRE OF BODDINGTON
Po Box 4 Boddington WA 6390
Phone: 08 9883 4999 Fax: 08 9883 8347
Email: shire@boddington.wa.gov.au

APPLICATION FOR ACCESS TO DOCUMENTS
(Under Freedom of Information Act 1992, S.12)

Details of Applicant:

Given Names:

Australian Postal Address:

Postcode:

Phone:

Mobile:

If application is on behalf of an organisation:

Name of Organisation/Business:

Details of Request: *(please tick)*

Personal documents

Non-personal documents

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

Form of Access *(please tick appropriate box)*

I wish to inspect the document(s)

Yes

No

I require a copy of the document(s)

Yes

No

I require access to another form

Yes

No

(Specify)

Fees and Charges:

Attached is a cheque/cash to the amount of \$ _____ to cover the application fee.

I 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.

Applicants Signature:

Date

NOTES

Freedom of Information Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The Shire of Boddington may request proof of your identity.
- If you are seeking access to a document(s) on behalf of another person, the agency will require authorisation, usually in writing.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from the Office of the Information Commissioner. The Freedom of Information Act is available for purchase from the State Law Publisher, sales@dpc.wa.gov.au (Telephone: 6552 6000)

Forms of Access

You can request access to documents 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 document or of works recorded in shorthand or encoded form, or a written document in the cost of a document from which words can be reproduced in written form.

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

Lodgement of Applications

Applications may be lodged by post or in person at:-

Shire of Boddington
PO Box 4
BODDINGTON WA 6390

(Office Use Only)

FOI Reference Number:

Received on: _____ Deadline for response _____

Acknowledgement sent on: _____

Proof of Identity (if applicable)

Type _____ Sighted _____
