

Application for Access to Documents under *Freedom of Information Act 1992 (FOI Act)*

DETAILS OF APPLICANT		
Title (Mr, Ms, Mrs, Dr, etc.):	Surname:	Given Name:
Preferred name:	Phone:	Email:
Postal address:		
Organisation (if application is on behalf of an organisation):		
DETAILS OF AGENT (if applying on behalf of the applicant)		
Title (Mr, Ms, Mrs, Dr, etc.):	Surname:	Given Name:
Preferred name:	Phone:	Email:
Postal address:		
Name of agent:		
Information Type		
Category of request (choose one): <input type="checkbox"/> Personal information (<i>information about the applicant only. No application fees apply for access to, and amendment of the applicant's personal information. Please note, only personal information about the applicant will be provided.</i>) <input type="checkbox"/> Non-personal information (<i>information about persons other than the applicant - a \$30 application fee applies, and associated charges may also apply.</i>)		
Request		
Subject matter of the request:		
Date range for request:		
Please be specific and clearly describe the documents you are requesting (attach additional sheets if necessary):		

- Landgate may contact you to clarify the information you have requested and if necessary, negotiate a reduction of the scope of your application if a significant number of documents are involved.

PREFERRED METHOD OF RECEIVING CORRESPONDENCE IN RELATION TO THIS APPLICATION

Please tick the appropriate box:

- Email as specified above
- Inspection of documents (only available at Landgate's Midland office)
- Hard copy via Australia Post
- I require access in another form (please specify): _____

PERSONAL INFORMATION

Please note: If you tick any of the boxes, Landgate may not need to locate and consult all officers and/or third parties, which means the application may be dealt with quicker and, if applicable, incur lower charges.

- I consent to all personal information of WA state and local government officers being deleted from the requested document/s (*information that would be removed: contact details, phone numbers and signatures of Landgate's officers and names, position titles, contact details and signatures of other WA state and local government officers*).
- I consent to all prescribed details of Landgate's officers being deleted from the requested document/s (*information that would be removed: names and position titles of Landgate's officers*).
- I consent to all personal information of third parties being deleted from the requested document/s (*information that would be removed: names, contact details, signatures and identifying information of third parties that are not state and local government officers*).
- I consent to my name being disclosed to any third party that is consulted (as required by section 32 and 33 of the FOI Act) and who requests to know the identity of the applicant of this FOI application. *Providing this information to third parties who ask for it enables the consultation process to be finalised more efficiently and quickly, as third parties are generally more willing to consent to the release of personal and/or business information if they are aware of who the applicant is.*

FEES

- There are no fees or charges for applications for personal information about the applicant.
- If you wish to access **non-personal information**, you will need to pay the **\$30.00** fee with this application.

I wish to pay by: **Cash** (in person)
 Credit card

Name on Card: _____

Signature of Cardholder: _____

If you would like to pay by credit card, for security reasons do not write your credit card number on this form. Following receipt of your application, a Finance Officer from Landgate will contact you by phone to take your credit card details in order to process your payment. A receipt will be provided to you within a few days.

I understand that before I obtain access to documents, I may be required to pay processing charges in respect of this application and that, if appropriate, I will be supplied with a statement of charges.

Yes

A reduction in **processing charges** will apply if you hold a pension or concession card. Do you wish to request a reduction in processing charges?

Yes – Please attach copy of proof of evidence, such as a Senior’s Card.

No

APPLICANT’S/AGENT’S SIGNATURE

Date: ____/____/____

LODGEMENT OF APPLICATION

By email:	FOI@landgate.wa.gov.au	
By mail:	FOI Coordinator Landgate PO Box 2222 MIDLAND DC WA 6936	
In person at:	Landgate 1 Midland Square MIDLAND WA 6056	Landgate Plaza Level 200 St Georges Terrace PERTH WA 6000

NOTES

FOI APPLICATIONS

- Please provide enough information to enable the correct document(s) to be identified.
- Landgate may request proof of your identity.
- If you are seeking access to any document(s) on behalf of another person, Landgate will require authorisation, usually in writing.
- Your application will be dealt with as soon as practicable after it is received (and, in any case, within 45 days).
- Landgate may contact you to clarify your application.
- The FOI Act is accessible online via the Parliamentary Counsel's Office website (<https://www.legislation.wa.gov.au/>) or is available for purchase from the State Law Publisher (Telephone (08) 6552 6000) .
- Further information can be obtained from the Co-ordinator, Freedom of Information, Landgate on telephone (08) 9273 7373.

FEES and CHARGES (Freedom of Information Regulations 1993, Schedule 1)

The application fee for non-personal information is **\$30.00**.

Other Charges for Non-Personal Information:

- Charge for dealing with the application are set at a standard rate of **\$30.00** per hour, or pro rata for a part of an hour.
- Charge for supervising inspection of documents are set at a standard rate of **\$30.00** per hour, or pro rata for part of an hour.
- Charge for photocopying of a document are:
\$30.00 per hour, or pro rata for a part of an hour of staff time; and
\$0.20 per copy.
- Charge for time taken by staff transcribing information from a tape or other device is set at a standard rate of **\$30.00** per hour, or pro rata for part of an hour.
- Charge for duplicating a tape, film or computer information will be the **actual cost**.
- Charge for delivery, packaging and postage will be the **actual cost**.
- The Regulations provide for a **25%** reduction in charges (other than the application fee) for financially disadvantaged applicants who, in the opinion of Landgate, are impecunious or who hold a prescribed pensioner concession card.

If charges are estimated to be more than **\$25.00** for the information, then the applicant will be notified in writing and be given 30 days to make their intentions known.