



FREEDOM OF INFORMATION APPLICATION FORM

15 Adam Street, Nannup, Western Australia

Telephone: (08) 97561018

Email: nannup@nannup.wa.gov.au

Web: www.nannup.wa.gov.au

Office Hours: Monday to Friday 8.00am to 4.30pm

**FREEDOM OF INFORMATION APPLICATION FORM
APPLICATION FOR ACCESS TO DOCUMENTS**

Freedom of Information Act 1992

DETAILS OF APPLICANT

Surname: _____ Given Names: _____

Postal Address: _____ Telephone No: _____

_____ Email: _____

Organisation Name (if application is on behalf of an organisation): _____

DETAILS OF REQUEST

I am applying for access to document(s) concerning matters which are: Personal Non-Personal
(tick whichever is appropriate)

These document(s) are:

FORM OF ACCESS (Tick whichever is appropriate)

I wish to inspect the document Yes No

I require a copy of the document(s) Yes No

I require access in another form Yes No

Specify form required: _____

FEES AND CHARGES

Attached is a cheque/cash to the amount of \$30.00 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.

NOTE: *In certain cases a reduction in charges may apply (see the section on fees and charges on the back of this form). If you consider that you are entitled to a reduction, submit a request with copies of supporting documents with this form.*

No reduction to application fee shall apply.

I am requesting a reduction in charges Yes No

APPLICANT'S SIGNATURE _____ DATE _____

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(Office Use only)

FOI Reference Number _____ Deadline for response ____/____/____

Received on ____/____/____ Acknowledgment sent on ____/____/____

Proof of Identity (if applicable)

Type _____ Signed _____
