



Freedom of Information

Application for access to documents
(Under Freedom of Information Act 1992, S.12)

When blank, this form is classed as **OFFICIAL**, when filled out, this form is classed as **OFFICIAL SENSITIVE**.

OFFICE USE ONLY
FOI#

1. DETAILS OF APPLICANT

Title: Mr Mrs Ms Other

Surname: _____ Given name (s): _____

Australian postal address: _____

Suburb: _____ State: _____ Post Code: _____

Contact numbers: (H) _____ (M) _____ (W) _____

Email: _____

IF APPLICATION IS ON BEHALF OF AN ORGANISATION:

Name of Organisation: _____

Note: If your request is on behalf of an organisation, evidence **MUST** be provided to prove you have authority to act on their behalf. Attach evidence of authority to your application if this applies.

2. INFORMATION TYPE: *(Please choose one category - tick appropriate box)*

Personal Application - Application for documents about yourself or amendment to your personal information. No application fee required, however personal identification must be provided (e.g. copy of your driver's licence or passport). *Attach proof of identification to your application if this applies.*

Non-Personal Application - Application for documents that are not about yourself). Requires a \$30 application fee - see fees and charges for FOI on the Department of Transport website for further details.

3. DOCUMENTS TO WHICH ACCESS IS SOUGHT: *(Please give enough information to enable the correct documents to be identified. Attach an additional sheet if necessary)*

4. TIME PERIOD / DATE RANGE OF DOCUMENTS: *(If applicable):* _____

5. IDENTIFICATION DOCUMENTS

Please provide proof of personal identification with your FOI Application.

Documents which contain your personal information will not be provided to you unless the Department can be satisfied with your identity. This can be done by providing the Department with evidence of your identity eg. Drivers licence or Passport.

6. FORM IN WHICH ACCESS IS REQUESTED: *(Please tick appropriate box)*

I require a copy of the documents I require access in another form

(Specify what form you require the documents in) _____

7. PERSONAL INFORMATION OF THIRD PARTIES: *(Please tick if you give consent)*

I consent to all personal information and prescribed details of third parties being deleted from the requested documents.

Note: Not ticking this box does not automatically result in you receiving a third parties personal information.

Note: Deleting personal information and/or prescribed details such as names, position titles, addresses, telephone numbers, email addresses and signatures, can reduce the time required to seek third party consent to release this information which may expedite the processing of the application.

8. DRAFT DOCUMENTS: *(Please tick if you give consent)*

I consent to all draft documents being removed from scope.

Note: Removing draft documents from scope will reduce the number of documents to be assessed and may assist in reducing the time taken to process your application.

9. APPLICATION FEE METHOD OF PAYMENT: *(Only applicable for applications for Non-personal information)* *(Please tick appropriate box)*

Attached is a cheque/money order for the amount of \$30.00 to cover the application fee. Cheques or Money Orders must be made payable to the Department of Transport.

OR

Electronic payment by credit card of the \$30.00 application fee has been made via **BPOINT**.

Please provide BPOINT receipt number: _____

It is the applicant's full responsibility to provide the correct credit card details, the payment will be processed only using the information you provide through the BPOINT webpage (link above). Please carefully check the details entered. BPOINT refunds will only be made to the credit card that was used to pay the application fee.

10. FURTHER FEES AND CHARGES: *(Please tick to select then sign)*

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

Note: In certain cases a reduction in fees may apply if you are financially disadvantaged or the holder of a pensioner concession card. This discount DOES NOT apply to the \$30.00 application fee.

I am requesting a reduction in processing charges (please provide evidence, E.g. Pension Concession card)

Yes No

DISCLAIMER

I declare that all the information provided in this application and in documents submitted is true and correct.

APPLICANT'S SIGNATURE: _____ DATE: _____

10. METHOD OF ACCESSING DOCUMENTS

Please advise your preferred method of accessing the documents requested:

Post (please ensure a postal address is provided)

Email (please ensure email address is provided)

11. LODGEMENT AND PAYMENT OF APPLICATIONS

Cheque or Money Order **MUST** be made payable to the **Department of Transport**

Applications may be lodged together with cheque or money order payment (if applicable) to:

By Post:

FOI Coordinator

By Email:

FOI@transport.wa.gov.au

In Person:

FOI Coordinator

Department of Transport

GPO Box C102

Perth WA 6839

Department of Transport

140 William Street

Perth WA 6000

For further information about making an FOI application, please contact the FOI Team on:

FOI@Transport.wa.gov.au

Notes:

- If you are seeking access to a document/s on behalf of another person, the agency will require authorisation, this authorisation **MUST** be in writing.
- Your application will be dealt with as soon as practicable and within the time specified in the FOI Act (45 days after it is received).
- You can request access to documents by way of a copy of a document, a copy of an audio or video tape, maps and plans, photographs or a transcript of a recorded document. Where the agency is unable to grant access in the form requested, access may be given in a different form.
- Before obtaining access to documents you may be required to pay processing charges.
- Discounts may be available on processing charges in certain cases (this does not include the FOI Application fee). If you are considered financially disadvantaged and/or are the holder of a concession card a reduction in processing charges may apply. Evidence to substantiate this claim must be supplied.
- The *Freedom of Information Act 1992* is available to download from the Parliamentary Counsel's website https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a290.html
- Should you require further information, please refer to the FAQ's section on the Department of Transport website (<https://www.transport.wa.gov.au/aboutus/freedom-of-information.asp>)

FOI Application Checklist:

- An Australian address has been provided in Section 1 of this application
- Sufficient information provided to enable the correct document/s to be identified.
- Proof of your identity provided in accordance with s.29 of the FOI Act.
- Authorisation in writing provided if you are seeking access to a document/s on behalf of another person.
- Payment of the FOI Application has been made for a non-personal application.