



# Shire of Peppermint Grove

## Freedom of Information Application Form

*Under the Freedom of Information Act 1992, s.12.*

*Please see the Shire's Information Statement for further information about making your FOI application.*

### Details of applicant

Surname: \_\_\_\_\_

Given names: \_\_\_\_\_

Australian Postal Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone (daytime): \_\_\_\_\_ Mobile: \_\_\_\_\_

*If application is on behalf of an organisation:*

Name of organisation/business: \_\_\_\_\_

### Details of request

☐

Personal Information (no fees or charges)

☐

Non Personal Information (\$30.00 application fee)

I am applying for access to document/s concerning: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please ensure that you provide sufficient information to enable the requested documents to be identified. Continue on a separate sheet if necessary. Please also provide photographic proof of identity; such as drivers licence, passport or birth certificate.*

### Forms of access

☐

I wish to inspect the document/s

☐

I require a copy of the document/s

☐

I require access in another form (please specify)

### 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

to this application and that I will be supplied with a statement of charges if appropriate. (*See the Shire's Information Statement for a list of additional charges*).

In certain cases, a reduction in fees and charges may apply (see below). If you consider you are entitled to a reduction, please submit a request with copies of documents that address the criteria below and support your application for a fee reduction.

I am requesting a reduction in fees and charges

Yes

☐

No

☐

Applicant's signature \_\_\_\_\_ Date: \_\_\_\_\_

### Reduction of Charges

The charges payable (with the exception of the application fee) are reduced by 25% for financially disadvantaged applicants and holders of a current valid pensioner concession card issued on behalf of the Commonwealth to that person, or any other card that may be prescribed as being a pensioner concession card under the Rates and Charges (Rebates and Deferments) Act 1992.

### Advance Deposits

- ✓ An advance deposit may be required depending on the nature of the application as follows:
  - ✓ 25% of estimated charges payable;
  - ✓ A further 75% of the estimated charge may be required.

### Lodgement of Applications

#### By Email, fax or post, addressed to:

FOI Coordinator  
Shire of Peppermint Grove  
PO Box 221  
COTTESLOE WA 6911

#### In person at:

Shire of Peppermint Grove  
Administration Office  
1 Leake Street  
PEPPERMINT GROVE WA 6011

Fax no.: 9286 8610

Email: [admin@peppermintgrove.wa.gov.au](mailto:admin@peppermintgrove.wa.gov.au)

*Please note that you must provide an address in Australia where notices can be sent. The Shire of Peppermint Grove may request proof of your identity.*

Office use only

FOI Reference Number:

Received on (date):

Deadline for response:

Acknowledgement sent on:

#### Proof of Identity (if applicable)

Type:

Sighted: