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.

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.

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 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

Email: 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: