**Application for Access to Documents**

*Freedom of Information Act 1992* (FOI Act) - Sections 12

**Part 1. Applicant Details**

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| Applicant | Click here to enter text. |
| Name of Organisation/Business | Click here to enter text. |
| Acting for: [Please attach an authority letter/email] | Click here to enter text. |
| Postal Address | Click here to enter text. |
| Contact Number  | Click here to enter text. |
| Email | Click here to enter text. |
| Your Reference | Click here to enter text. |

**Part 2. Information Type**

Access to non-personal information - $30 application fee required [see Part 4]

 Access to my personal informationAmend my personal information

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| Please provide any relevant details, such as the document title, subject matter, company/business name, site details/location, or any other identifying information, to assist us in identifying the document/s you seek. Note: If your application is deemed too large to process, access may be refused under Section 20(2) of the FOI Act.Include a copy of the Certificate of Title to this application if it relates to a due diligence matter. Provide a date or date range [this is not to be left blank].  | Click here to enter text. |
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| Part 3. Consent and Third-Party Consultation  |

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| I consent to all ‘personal information’ of third parties being deleted from the documents. | [ ]  |
| I consent to all ‘personal information’ of WA state and local government officers being deleted from the documents.  | [ ]  |
| I consent to all ‘prescribed details’ of this agency’s officers being deleted from the documents. | [ ]  |
| I consent to all third-party business/company names being deleted from the documents. | [ ]  |
| I consent to my name [and organisation/business] being disclosed to any third party that is consulted for this application [requirement under sections 32 and 33 of the FOI Act].Although not required your application may be assisted if you give reasons for this application: ………………………………………………………………………………………………………… | [ ]  |
| **Exceptions:** If you have ticked the boxes, but do not want specific individuals or companies deleted from the documents, include them here:**Please Note:** Under sections 32 and 33 of the FOI Act, agencies must consult with relevant third parties and agency officers mentioned in documents being considered for release. Deleting personal/company info and officer details may eliminate the need for consultation, expediting the application process and minimising potential charges. |
| **Applicants signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ |  |

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| Part 4. Important Information |
| There is no application fee for an application to access personal information or amendment of personal information.The application fee for a non-personal application is $30.00. An application to access non-personal information means a request to access documents that contain personal information of third parties and/or their business. Please visit [www.dwer.wa.gov.au/about-us/legislation/freedom-of-information](http://www.dwer.wa.gov.au/about-us/legislation/freedom-of-information) for more information on FOI, including our Information Statement, which outlines the type of documents available through FOI or publicly available free of charge. **Enquiries: E:** **foi@dwer.wa.gov.au** **T: FOI Services +61 8 6364 7263**  |
| **Part 5. Payment and Lodgement**  |
| CTRL + CLICK [Payment is made online](https://dwer.wa.gov.au/make-a-payment) FOI Biller Code: 1222348My BPOINT receipt number is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email your application to: foi@dwer.wa.gov.au |
| Part 6. Contaminated Sites  |
| Certain contaminated sites information is accessible under the *Contaminated Sites Act 2003*, not through FOI. Visit [www.dwer.wa.gov.au/contaminatedsites](http://www.dwer.wa.gov.au/contaminatedsites) to search for classified sites: * Contaminated – Remediation Required
* Contaminated – Restricted Use
* Remediated for Restricted Use

Information on other reported sites, including those awaiting classification, is on the Reported Sites Register. For a Basic Summary of Records or Detailed Summary of Records (DSR), visit [www.der.wa.gov.au/contaminatedsites](http://www.der.wa.gov.au/contaminatedsites). Note: DSR documents are not available under FOI. |