

Blank forms are classified as OFFICIAL and completed forms are classified as OFFICIAL SENSITIVE.

OFFICE USE ONLY

FOI#

1. APPLICANT DETAILS

Title: Mr ☐ Mrs ☐ Ms ☐ Other

Surname: _____ Given name(s): _____

Australian postal address: _____

Suburb: _____ State: _____ Post Code: _____

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

Email: _____

Name of Organisation: _____

2. INFORMATION TYPE: *(Please select appropriate box)*

Personal Application - Application for document(s) about yourself or amendment to your personal information. No application fee required.

Non-personal Application - Application for document(s) that are not about yourself. \$30 application fee applies

3. DOCUMENTS TO WHICH ACCESS IS SOUGHT: *(Please be specific and clearly describe the documents you are requesting*)*

**The Department may contact you to clarify the information you have requested and if necessary, negotiate a reduction of the scope of your application if a significant number of documents are involved.*

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

5. PREFERRED METHOD OF RECEIVING CORRESPONDENCE:

I require electronic copies of the documents.

Preferred email (if different to above): _____

I require printed copies of the documents.

Preferred postal address (if different to the above) _____

7. PRESCRIBED DETAILS AND PERSONAL INFORMATION: *(Please tick if you give consent)*

I consent to all 'prescribed details' (including names and position titles) and 'personal information' (contact details and signatures) of the Department's officers (former and current) being deleted from the requested document(s).

I consent to all 'personal information' of other government agency officers being deleted from the requested document(s) (information that would be removed includes the names, position titles, contact details and signatures of other Western Australian state and local government officers)

I consent to all personal information of third parties being deleted from the requested document(s) (information that would be removed includes names, contact details, signatures and identifying information of third parties that are not local and state government agencies)

Note: *Not ticking the above boxes does not automatically result in you receiving the above information (third party and government officer details).*

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 consent to release this information which may expedite the processing of the application.*

I consent to my name being disclosed to any third party that is consulted (as required by sections 32 and 33 of the *Freedom of Information Act 1992*) and who requests to know the identity of the applicant.
(Providing this information to third parties who ask for it enables the consultation process to be finalised more efficiently and quickly as third parties are generally more willing to consent to the release of personal and/or business information if the applicant is known)

8. FEES AND CHARGES *(Only applicable for non-personal information. The standard fee is \$30)*

I wish to pay by:

BPOINT: Click the link below to be directed to the payment gateway:
<https://www.bpoint.com.au/pay/billpayment/Payment/Index>
Biller Code: 1324904
Name: Your name/business name
Application reference: (FOI – date and your name/business name)
Email address: Your email address
My BPOINT receipt number is:

Cheque: Send your cheque along with this application to:
Department of Planning, Lands and Heritage
LOCKED BAG 2506,
PERTH WA 6000

Cash: Cash payment can be made in person at:
Department of Planning, Lands and Heritage
Level 2, Gordon Stephenson House
140 William Street, PERTH WA 6000

9. DECLARATION

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

APPLICANT'S NAME: _____ **DATE:** _____

(upon entering your name in the text above, you have officially signed this form electronically.)

10. LODGEMENT OF APPLICATIONS

Applications may be lodged:

By Post:

Freedom of Information
Department of Planning,
Lands and Heritage Locked
Bag 2506 PERTH WA 6001

By Email:

foi@dplh.wa.gov.au

In Person:

Department of Planning, Lands and
Heritage Level 2, Gordon Stephenson
House 140 William Street PERTH
WA 6000

If you have not received an acknowledgement email from the Department within seven days of submitting your application, you are requested to contact the FOI Team on 6551 8002 or foi@dplh.wa.gov.au.

Notes:

- Please provide sufficient information to enable the correct document/s to be identified.
- In accordance with section 29 of the *Freedom of Information Act 1992*, the Department may request proof of your identity.
- If you are seeking access to document/s on behalf of another person, the Department will require authorisation, in writing.
- Your application will be dealt with as soon as is practicable and within the time specified in the *Freedom of Information Act 1992* (45 days after a valid application is received). However, should more time be required the Department may request an extension of time from you or the Information Commissioner.
- The Department may contact you to clarify your application.
- The Department's [Freedom of Information Statement](#) provides further information on FOI applications and is available on the Department's website (<https://www.dplh.wa.gov.au/about/the-department/freedom-of-information#info>) or by contacting the FOI Coordinator.

Fees and Charges:

- A scale of fees and charges is set under the Freedom of Information Regulations 1993. All charges are discretionary except for the application fee of \$30.00 for each application, which may be paid by cash, authorised credit card or cheque.
- Before obtaining access to documents you may be required to pay processing charges. The following charges may also apply for processing FOI applications:
 - 20 cents per copy for photocopying.
 - A fee for any actual costs to the agency for postage, special arrangements for access and for specialised access such as reproductions and may include a charge for staff time at \$30.00 per hour.
- You will be supplied with a statement charges if appropriate. Discounts may be available in certain cases. For example; if you are considered financially disadvantaged and/or are the holder of a pensioner concession card a reduction in processing charges may apply. If you consider yourself entitled to a reduction, please advise when lodging your application and attach copies of pension card/s or other documentation to support your request.
- No fees are applicable for internal or external reviews.