



Application for Access to Documents

Freedom of Information Act 1992 (FOI Act) - Section 12

The Department of Water and Environmental Regulation collects and uses the personal information you provide to process your application in line with the *Privacy and Responsible Information Sharing Act 2024* (WA), FOI Act, and the Freedom of Information Collection Notice.

Part 1: Applicant Details	
*Applicant	
Name of Organisation / Business	
Acting for [Please attach an authority letter / email]	
*Postal Address	
*Contact Number	
*Email	
Your Reference	

Part 2: Information Type	
☐ Access to non-personal information - \$30 application fee required [see Part 4]	
☐ Access to my personal information ☐ Amend my personal information	
*Please provide 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.	
*Provide a date or date range.	
Include a copy of the Certificate of Title to this application if it relates to a due diligence matter.	
If your application is deemed too large to process, access may be refused under Section 20(2) of the FOI Act.	



Part 3: Consent and Third-Party Consultation

- ☐ 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 organisation / business 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].

If you have ticked the boxes but do not want specific individuals or companies deleted from the documents, include them here.

Reason/s for application

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.

Applicant signature: _____ Date: _____

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 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 can be made to: foi@dwer.wa.gov.au +61 8 6364 7263

Part 5: Payment and Lodgement

CTRL + CLICK: [Payment is made online](#) FOI Biller Code: 1222348

My 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 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.dwer.wa.gov.au/contaminatedsites. Note: DSR documents are not available under FOI.