Department of **Planning, Lands and Heritage**

GOVERNMENT OF WESTERN AUSTRALIA

Application for access to documents under the *Freedom of Information Act 1992*

1. Applicant Details

Title

Given name/s

Family name

Phone/ Mobile number

Email address

Business/ Organisation name (if applying on behalf of)

Australian postal address

2. Application Type

Personal information - application for document(s) about yourself or amendment to your personal information. No application fee. Please provide two forms of identification. Please refer to section 29 of the *Freedom of Information Act 1992* (FOI Act).

Non Personal information - application for document(s) that are not about yourself. $30 application fee applies.

3. Access Request

Please provide us with enough information to help us find the document(s) you're looking for.

Subject matter of request

Date or range of dates of requested document(s)

Details of the specific document(s) being requested

Please specify the documents you are seeking by providing relevant details such as document type, authors, document reference if known etc. Broad descriptors such as "all documents relating to" may hinder identification and result in delays.

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. Agreement to Exclude

Exclude prescribed and personal information* of the Department's current officers (names, contact details, signatures, email addresses, opinions etc).

Yes

No

Exclude prescribed and personal information* of the Department's former officers (names, contact details, signatures, email addresses, opinions etc).

Yes

No

Exclude personal information* of other government officers (names, contact details, signatures, email addresses, opinions etc).

Yes

No

Exclude personal information* of third parties (business names, logos, contact details, email addresses and opinions).

Yes

No

Consultation

Do you agree to your name being disclosed to a third party if consultation is required (as required by sections 32 and 33 of the FOI Act)? Providing your name to a third party may assist in the consultation process, as third parties are generally more willing to engage if the applicant is known.

Yes, I agree

No, I do not agree

* as defined in the *Freedom of Information Act 1992*.

5. Fees and Charges

Only applicable for non-personal information. The standard fee is $30.

BPOINT - https://www.bpoint.com.au/pay/billpayment/Payment/Index

Biller Code: 1324904
Name: Your First Initial and Last Name
Reference/description: [INITIAL][FAMILYNAME]
Email: Your Email Address

CHEQUE and or CASH PAYMENT (in person) - Refer to address below

6. Lodgement of Application

Applications may be lodged:

By Email: foi@dplh.wa.gov.au

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

In Person: 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 9002 or foi@dplh.wa.gov.au.

7. Collection Notice

The Department is committed to protecting your privacy. This notice outlines how we collect, use and disclose your personal information for the purposes of processing a FOI Application.

1 Collection of personal information

The Department is collecting your personal information to process your request for documents under the FOI Act, including your name, contact details, signature and address. If applying for personal amendment or personal information two forms of identification is required.

2 Requirement to collect information

The FOI Act requires us to collect your personal information as a requirement of sections 12 and 46. If applying for personal amendment or personal information under section 29 you must provide personal information to identify yourself.

3 Disclosure of personal information

The Department may share this information within the Department, to other government agencies or third parties in order to process your application including conducting searches for requested documents and consultation with relevant business areas.

4 Consequence of not providing personal information

If you choose not to provide certain personal information, your request may not be valid and you will be notified that your request will not be processed.

Please view the Department's Privacy Policy to find out more about how we collect, use and safeguard personal information.

8. Declaration

I declare that:

- The information provided in this form is complete and correct.
- I have paid any relevant application fee.

Applicant name or signature

Date (DD-MM-YYYY}