

**FREEDOM OF INFORMATION ACT 1992  
APPLICATION FOR ACCESS TO DOCUMENTS**

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***Details of Applicant***

Surname .....

Given Names .....

Australian Postal Address .....

.....

Postcode: ..... Telephone Number(s): (.....) .....

(.....) .....

***If application is on behalf of an organisation***

Name of Organisation/Business .....

***Type of Information*** (Please tick)

Personal Information  Non-Personal Information

I am applying for access to document(s) concerning .....

.....

.....

.....

***Form of Access*** (Please tick the appropriate box)

I require a copy of the document(s)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
I wish to inspect the document(s)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
I require access in another format*	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

***Fees and Charges – Non Personal Information***

Attached is payment 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 of this application and that I will be supplied with a statement of charges where they will be more than \$25.00.

*(Please turn overleaf)*

In certain cases a reduction in processing charges may apply - see section on fees and charges on the next page of this form. If you consider you are entitled to a reduction, attach a copy of documents which address the criteria.

If you are requesting a reduction in fees and charges, please tick the appropriate box.

Yes

No

**Applicant's Signature:** ..... **Date:** ...../...../.....

***Lodgement of Applications***

Applications may be lodged

By post to:

In person at:

FOI Coordinator  
Department of Consumer and Employment  
Protection – Consumer Protection Division  
Locked Bag 14  
CLOISTERS SQUARE WA 6850

Department of Consumer and Employment  
Protection – Consumer Protection Division  
Ground Floor Reception  
Forrest Centre  
219 St George's Terrace  
PERTH WA 6000

***(Office use only)***

FOI Reference Number: .....

FOI File Number: .....

Received: ...../...../.....

Deadline for response: ...../...../.....

Acknowledgment sent on: ...../...../.....

***Proof of Identity Required: (if lodged in person)***

Yes

No

Sighted: .....

## **FEES AND CHARGES**

**The following fees and charges apply to an FOI application for non-personal information:**

1. An application fee of \$30. (There is no application fee for personal information about the applicant.)
2. Time dealing with the application - \$30 per hour or pro rata of staff time. "Dealing with" applications includes consulting with third parties and the deliberative process required to arrive at a decision.
3. Supervised access - \$30 per hour or pro rata for staff time plus the actual additional cost to the agency of any special arrangements e.g. hire of facilities or equipment.
4. Additional photocopying - \$30 per hour or pro rata of staff time plus 20 cents per copy.
5. Cost of transcribing information from tape or other device - \$30 per hour or pro rata of staff time.
6. Cost of duplicating tape/film/computer information - actual Costs
7. Cost of delivery, package, postage - actual Costs
8. If the Department estimates that the charges involved in dealing with an application will exceed \$25 (on top of the \$30 application fee) then a written estimate will be provided to the applicant who will be asked if they want to proceed.
9. The Department may ask for payment in advance of up to 75% of the total estimated costs in certain circumstances.
10. A standard reduction of 25% is to be applied to charges payable by applicants who are financially disadvantaged including applicants who are a holder of a current Pension Health Benefits Card or Concession Card issued by the Commonwealth Government. An applicant who doesn't have the money to pay any estimated charges should advise the Department and ask for the charges to be reconsidered.