



# FOI Application for access to documents

(Under Freedom of Information Act 1992, S12)

Mineral House  
100 Plain Street  
East Perth, WA 6004  
www.dmp.wa.gov.au

## 1. Applicant details

Title  Mr  Mrs  Ms  Dr Other

Surname  Given names

Company

Postal address  
  
 Postcode

Position  Reference

Phone no.  Mobile

Fax no.  Email

If application is on behalf of an organisation (name of organisation/business plus full name of client if applicable)

**NOTE:** If you are seeking access to documents on behalf of an individual whose personal/commercial/business information may be contained in the documents, we will require a signed authority from your client to expedite processing your request.

## 2. Documents to which access is sought (Please give enough information to enable the correct documents to be identified)

**NOTE:** If you require more space for your request description than provided above you may attach extra page/s to this application and leave this section blank.

### 3. Details of request

- Non-personal Application** (Applications for other documents (i.e. which are non-personal in nature) require a \$30 application fee)
- Personal Application** (No fees or charges apply for personal information or amendment of personal information about yourself)

Do you have any objections to being identified as the FOI applicant to any third parties?  yes  no

### 4. Personal information

Please advise if you agree to delete from the scope of your request any personal information of individuals, i.e. names, positions, signatures, contact details and identifying matter. This removes the necessity to consult with third parties whose personal information is contained in documents, the need to claim any exemption against release of personal information and reduces the amount of processing time required to deal with your request.

**NOTE:** We will still need to consult third parties in relation to any commercial/business information contained in documents.

- I do not require any "personal information" as part of my request and understand that such information will be deleted from any documents released.**

### 5. Form of access required

I wish to inspect document(s)  yes  no (please tick appropriate box)

I require a copy of the document(s)  yes  no

I require access in another form  yes  no (specify)

### 6. Notes

#### FOI Applications

- Please provide sufficient information to enable the correct document(s) to be identified. Details can be provided on a separate sheet if necessary.
- The Department may request proof of your identity.
- If you are seeking access to a document(s) on behalf of another person, the Department will require written authorisation.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from the FOI Officer on 9222 3246. The Freedom of Information Act is available from the State Law Publisher, 10 William Street, Perth (08 9321 7688). The Act and other information on Freedom of Information, can be viewed online at the Office of the Information Commissioner's website, [www.foi.wa.gov.au](http://www.foi.wa.gov.au).

### 7. Fees and charges

#### Application fee

- The application fee for non-personal information is \$30.00, as prescribed by the regulations. A cheque/money order/cash for the appropriate amount must accompany the application.
- No application fee is payable for personal information relating to the applicant – S16 (1) (d) refers.

Attached is a cheque/cash/credit card details to the amount of \$30.00 to cover the application fee. I understand that before I obtain access to a document I may be required to pay processing charges in respect of this application and that if this amount is more than \$25.00 I will be supplied with a statement of charges and given 30 days to advise if I wish to continue with my access request. (In certain cases a reduction in fees and charges may apply. If you consider you are entitled to a reduction, please submit a request with copies of supporting documentation.)

Applicant's signature

Date  /  /

## 8. Lodgement and payment of applications

- **Cheque** or **Money Orders** must be made payable to the **Department of Mines and Petroleum**
- Applications may be lodged together with **cash, credit card, cheque** or **money order** payments (if applicable) to:

**By post** (not for cash payments) **to:**

FOI Officer  
Department of Mines and Petroleum  
Mineral House  
100 Plain Street  
EAST PERTH WA 6004

**In person at:**

Department of Mines and Petroleum  
Mineral House  
100 Plain Street  
EAST PERTH WA 6004

or at any other office of the  
Department of Mines and Petroleum

**Faxed applications with credit card details** (if applicable) **please address to:**

Attention: FOI Officer

Department of Mines and Petroleum

**Facsimile:** 08 9222 3862

Should you require any further information please contact the FOI Officer on telephone 08 9222 3246, and we will be more than happy to assist you with your enquiries.

## 9. FOI application credit card payment form

Card number

Expiry date   /

Card type (please tick)  Master Card  Visa

Cardholder's name (please print)

Amount \$

Signature

Contact phone no.