

Freedom of Information Application

Pursuant to the *Freedom of Information Act 1992 (WA)* you have the right to access documents held by the City of Armadale subject to some limitations.

Applicant Details			
Organisation / Business Name: (if applicable)			
Given Name/s:			
Surname:			
Street Address or PO Box:			
Suburb:		Postcode:	
Phone:		Email:	
Client Details (if applicable)			
<p>If you are applying on behalf of another person or are a company representing a business / individual to whom the information you seek relates, please provide details below.</p> <p>Please note that a signed authority from the individual / client (or business) is required.</p>			
Organisation / Business Name:			
OR			
Given Name/s:		Surname:	
Request Details			
Please select one (1) of the below options:			
<input type="checkbox"/>	Request for documents containing personal information only <i>(A request for personal information can include your name, identifying details, contact information, personal images or other identifying matter. Proof of identity may be required.)</i>		
<input type="checkbox"/>	Request for non-personal documents that contain information relating to third parties <i>(Incurs \$30 application fee and additional charges may apply).</i>		



Date Range: If applicable, please indicate date range of requested document/s:

Start Date:

/ /

End Date:

/ /

Document Description:

Please describe the documents you are requesting (include names, dates, location, subject matter or any other information that would assist with identifying the documents).

If more space is required please attach a separate sheet with this FOI request titled *document description*.

Reason for Request (optional):

Please provide a reason for this request as this may assist in the accurate identification of documents.

If more space is required please attach a separate sheet with this FOI request titled *reason for request*.

Access Method

Please indicate how you would like to access the documents by selecting one of the below options.

Where the City of Armadale is unable to grant access in the form requested, access may be given in a different form. This includes, by way of inspection, a copy of a document or audio/video tape, a computer disk or a written transcript.

Email

Post

Collection

Other, please specify:

Authorisation and Consent

Please note: If you select any of the boxes below, the City of Armadale may not need to consult third parties, which means your application may be dealt with quicker and incur lower charges.

I consent to all 'personal information' of third parties being deleted from the requested document/s
(This includes: names, contact details, signatures and identifying information of third parties that are not state and local government officers)

<input type="checkbox"/>	<p>I consent to all 'personal information' and 'prescribed details' of WA state and local government officers being deleted from the requested document/s</p> <p><i>(This includes: names, position titles, contact details and signatures of WA state and local government officers, including the City of Armadale)</i></p>
<input type="checkbox"/>	<p>I consent to my name being disclosed to a third party consulted by the City of Armadale in relation to this application</p> <p><i>(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)</i></p>

Additional Information

- Your application will be dealt with as soon as practicable (or at the latest, **within 45 days**) after it is received.
- Payment for non-personal applications is required before the request is processed.
- You may be required to pay processing charges in respect of your application. An estimate of charges will be provided in advance should these charges exceed \$25.
- The *Freedom of Information Act 1992* (WA) is available to download for free from Western Australia Legislation <https://www.legislation.wa.gov.au/>
- Further information can be obtained from the City of Armadale Freedom of Information Officer or the Office of the Information Commissioner WA (<https://www.oic.wa.gov.au/>).