



APPLICATION FORM

Title (Hon/Dr/Mr/Mrs/Miss/Ms):

Surname:

Given Name(s):

Australian Postal Address:

Postcode:

Telephone Home: Work:

Mobile: Fax:

Name of Organisation/Business (if applicable):

I am applying for access to document(s) specifically about:

(Please attach additional sheet if necessary)

FORM IN WHICH ACCESS IS REQUESTED (please tick appropriate box)

- I require a copy of the document(s)? Yes No
- I wish to inspect the document(s)? Yes No
- I require access in another form Yes No

(Please specify)

FEES AND CHARGES

- Applicants for Personal Information Yes No
- Applicants for Non Personal Information (information other than that about yourself): Yes No

Attached is a cheque/cash for \$30 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 if appropriate.

Discounts may be available

If you consider you are entitled to a reduction, please submit a request with copies of pension card(s) or other documents that support your application.

- I am requesting a 25% reduction in charges on the basis that I am financially disadvantaged and/or the holder of a pensioner concession card Yes No

(Freedom of Information Regulations 1993, reg 3)

SIGNATURE:

Date:

1. FOI APPLICATIONS

Please provide sufficient information to enable the correct document(s) to be identified.

In accordance with s 29 of the *Act*, the Heritage Council of Western Australia may request proof of your identity.

If you are seeking access to a document(s) on behalf of another person, we will require written authorisation from that person, confirming that this is indeed the case.

Your application will be dealt with as soon as possible after it is received, but in any case within the time specified by the *Act*.

The *Freedom of Information Act 1992* is available for purchase from the State Law Publisher, 10 William Street, Perth (telephone [08] 9321 7688) or e-mail: sales@dpc.wa.gov.au.

2. FORMS OF ACCESS

You may request access to documents by requesting a copy of a document, by inspection, or by requesting a copy of an audio or video tape, a computer disk, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

Where the agency is unable to grant access in the form requested, access may be given in a different form.

3. LODGEMENT OF APPLICATIONS

By post, addressed to:

State Heritage Office
PO Box 7479
Cloisters Square
PO WA 6850

In person at:

State Heritage Office
Bairds Building
491 Wellington Street Perth
(8.30am - 5.00pm)

IMPORTANT – PLEASE MARK THE OUTSIDE OF YOUR ENVELOPE: “FOI”

OFFICE USE ONLY

FOI Reference Number:

FOI File Number:

Received on:

Deadline for response:

Acknowledgment sent on:

Proof of Identity (if applicable):

Type:

Sighted on:

By:

CATEGORY OF REQUEST

Personal information

Non-Personal information

For further information contact:

State Heritage Office
Bairds Building
491 Wellington Street Perth
PO Box 7479
Cloisters Square
PO WA 6850

T: (08) 6552 4000
FREECALL (regional): 1800 524 000
F: (08) 6552 4001
E: info@stateheritage.wa.gov.au
W: www.stateheritage.wa.gov.au