



**APPLICATION FOR ACCESS TO DOCUMENTS**

(Under Freedom of Information Act 1992, S.12)

**SEE NOTES OVERLEAF FOR INFORMATION**

**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*):

.....

**DETAILS OF REQUEST**

Personal:  Non-personal:  (*please tick appropriate box*)

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

.....

.....

.....

**FORM OF ACCESS**

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).....

.....

**FEES AND CHARGES (No fee is payable for personal information relating to applicant)**

Attached is a cheque/cash to the amount 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 (See Page 2) in respect of this application and that I will be supplied with a statement of charges if appropriate.

(In certain cases a reduction in fees and charges may apply – see page 2. If you consider you are entitled to a reduction, please submit a request with copies of supporting documentation.)

Applicant's signature: ..... Date: ..... /...../.....



(Office use only)

FOI Reference Number: ..... Received on: .....

Deadline for response: ..... Acknowledgment sent on: .....

Proof of identity attached (if applicable): YES / NO

Type: ..... Sighted: .....

## 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.

ChemCentre may request proof of your identity.

If you are seeking access to a document(s) on behalf of another person, ChemCentre 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 ChemCentre's FOI Officer on 9422 9805. The *Freedom of Information Act 1992* is available from the State Law Publisher, 10 William Street, Perth 9321 7688. The FOI Act and other information on Freedom of Information, can be viewed online at the Office of the Information Commissioner's website, [www.oic.wa.gov.au](http://www.oic.wa.gov.au)

### FORMS OF ACCESS

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disc, 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 ChemCentre is unable to grant access in the form requested, access might be given in a different form. Where possible, information will be provided in a form suitable to accommodate people with disabilities or special needs.

### 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 – S15 (1)(d) refers.

#### Other fees and charges for non-personal information

• <i>Personal information about the applicant</i>	<i>No fee</i>
• <i>Application fee (for non-personal information)</i>	<i>\$30.00</i>
• <i>Charge for time dealing with the application (per hour, or pro rata)</i>	<i>\$30.00</i>
• <i>Access time supervised by staff (per hour, or pro rata)</i>	<i>\$30.00</i>
• <i>Photocopying staff time (per hour, or pro rata)</i>	<i>\$30.00</i>
• <i>Per photocopy</i>	<i>\$0.20</i>
• <i>Transcribing from tape, film or computer (per hour, or pro rata)</i>	<i>\$30.00</i>
• <i>Duplicating a tape, film or computer information</i>	<i>Actual Cost</i>
• <i>Deliver, packaging and postage</i>	<i>Actual Cost</i>

#### Deposits

*Advance deposit may be required of the estimated charges* 25%

*Further advance deposit may be required to meet the charges for dealing with the application* 75%

For financially disadvantaged applicants or the issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

### LODGEMENT OF APPLICATIONS

Applications may be lodged in person or by post at-

ChemCentre FOI Officer

PO Box 1250

BENTLEY DELIVERY CENTRE WA 6983