

APPLICATION FOR ACCESS TO DOCUMENTS

(Pursuant to the *Freedom of Information Act 1992*, Section 12)

APPLICANT DETAILS

Surname		Given Names	
Organisation Name			
Postal Address			
		Postcode	
Telephone		Mobile	
Email			

REQUEST

Type of Request <i>(please tick)</i>			
<input type="checkbox"/>	Personal Documents (incurs no fees and will contain information pertinent to applicant only)		
<input type="checkbox"/>	Non-Personal Information (incurs \$30 application fee and additional charges may apply)		
Details of Request			
I am applying for access to document/s concerning:			
(Please provide as much information as possible to identify the documents i.e. location/address, subject matter, date(s))			
Specify Dates – From:		To:	

CONSULTATION

<i>Please tick if you give consent.</i>	
<input type="checkbox"/>	I consent to all “Personal Information” and or “Commercial Information” of third parties being deleted from the requested document/s
<input type="checkbox"/>	I consent to third parties being given my name as the applicant requesting the information

FORM OF ACCESS

<i>Please tick your preferred Form of Access</i>	
<input type="checkbox"/>	Email (the Shire’s preferred form of access <i>where applicable</i>)
<input type="checkbox"/>	Inspection of the document/s
<input type="checkbox"/>	Physical Hard Copy (charges will apply)

Signature		Date	
-----------	--	------	--