

**SHIRE OF ESPERANCE APPLICATION FOR ACCESS TO DOCUMENTS**

*(under Freedom of Information Act 1992, S.12)*

<b>APPLICANT DETAILS</b>				
<b>SURNAME:</b>		<b>GIVEN NAME:</b>		
<b>AU POSTAL ADDRESS:</b>			<b>POSTCODE:</b>	
<b>TELEPHONE NUMBERS:</b>		<b>MOBILE:</b>		
<b>EMAIL ADDRESS:</b>				
<b>DETAILS OF REQUEST</b>				
<b>SCOPE OF REQUEST</b>				
I am applying for access to documents concerning -				
<i>Please indicate</i>	<b>Personal Documents</b>		<b>Non-personal Documents</b>	
<b>Please provide details</b>				
<b>FORMS OF ACCESS</b>			<b>Yes</b>	<b>No</b>
<i>Please indicate</i>	I wish to inspect the document(s)			
	I require a copy of the document(s)			
	I require access in another form ( if Yes please specify)			
<i>Please specify</i>				
<b>FEES &amp; CHARGES</b>				
<i>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.</i>				
Lodgement fee (no fee is applicable if for personal information about the applicant)			<b>\$30</b>	
for every hour/pro-rata thereafter			<b>\$30</b>	
photocopying/page			<b>.20c</b>	
<i>In certain cases a reduction in fees and charges may apply - see section on fees and charges in the Information Statement. If you consider you are entitled to a reduction, submit a request with copies of documents, which address the criteria on the back of this form and support your application for a fee reduction.</i>				
	I am requesting a reduction in fees and charges			
<b>APPLICANTS SIGNATURE</b>				
			<b>Date:</b>	
<b><i>For further information regarding the FOI process &amp; procedures please follow this link to the Information Statement [here]</i></b>				
<b>Office use only</b>				
<b>Received On:</b>		<b>Proof of ID:</b>		
<b>FOI Reference #:</b>		<b>Due Date:</b>		



\* Using the Submit Form button requires opening the PDF in Adobe Reader or Internet Explorer