



APPLICATION FOR ACCESS TO DOCUMENTS

(Under the *Freedom of Information Act 1992*, s.12)

DETAILS OF APPLICANT

Applicant <i>(Insert full name in capitals)</i>	
Name of organisation or individual <i>(If application is on behalf of an organisation or individual)</i>	
Address (in Australia) <i>(For receipt of notices under the FOI Act)</i>	
Postcode	
Telephone	Fax
Email	
References	

INSTRUCTIONS:

(See also information on pages 13-19 of the Information Statement)

Clearly describe the documents to which you seek access (you may add more information to this form) so that your request can be dealt with promptly. If your application concerns a large number of documents, please clarify the particular document/s that you seek. If unsure of the documents you require please clarify with officers of the division that best relates.



DETAILS OF FOI APPLICATION

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

Subject matter to which your application relates <i>(e.g. name of the proposal or scheme, assessment number or report number)</i>	
Details of specific document/s requested <i>(e.g. type of document, name of sender/recipient of document)</i>	
Date/s or range of dates of document/s requested	
Other information to facilitate your application <i>(e.g. such as documents that you already have and do not wish to receive)</i>	
Please delete any "personal information" about third parties from the requested documents <i>(e.g. names, home addresses, telephone numbers, email addresses, signatures, in accordance with section 24 of the FOI Act.)</i>	YES – I would like personal information of third parties deleted OR NO – I require personal information of third parties <i>Strike out whichever is not applicable</i>
Please delete any "prescribed details" relating to current and former agency officers from the requested documents	YES – prescribed details should be deleted OR NO – I require prescribed details <i>Strike out whichever is not applicable</i>
<i>Please note that deleting personal information or prescribed details will result in the OEPA not having to consult with third parties or officers, which may allow for applications to be dealt with faster and may incur lower additional charges.</i>	



FEES AND CHARGES

The Office only accepts payment by cheque or credit card.

Payment by cheque:

Please attach a cheque (made out to the Office of the Environmental Protection Authority) to the application form for the amount of \$30.00 to cover the application fee.

Payment by credit card: Please fill out the form below

MASTERCARD [] VISA []
 CARD NUMBER ____/____/____/____
 CARD HOLDER'S NAME _____
 ADDRESS _____
 CITY _____ POSTCODE _____
 COUNTRY _____
 EXPIRY DATE __/ __ TOTAL AMOUNT _____

I authorise the Office of the Environmental Protection Authority to debit my credit card with the amount shown above. I certify that I am over 18 years of age.

SIGNATURE _____

I understand that before I have access to documents I **may** have to pay processing charges and that, in this case, I will be supplied with a letter relating to the statement of charges that would be incurred, prior to proceeding with the request.

APPLICANT'S SIGNATURE

Date/...../.....



NOTES FOR APPLICANTS

- In some instances the OEPA may request proof of your identity.
- Your application will be dealt with as soon as practicable (statutory maximum time limit within 45 days) after it is received. Where necessary a reduction or extension may be negotiated.
- If you are seeking access to a document(s) on behalf of another person, then the OEPA may require written authorisation from the person you represent.

Further information can be obtained from the OEPA's FOI Coordinator (Ph +61 8 6145 0825).

The *Freedom of Information Act 1992* may be purchased from the State Law Publisher (Phone +61 8 9321 7688) or by viewing the electronic copy on the Information Commissioner's website: www.foi.wa.gov.au

Applications should be lodged together with the application fee via the following address:

Office of the Environmental Protection Authority
The FOI Coordinator
Locked Bag 10
East Perth WA 6892

Fees and charges

- Applications seeking personal information or amendment of personal information are free of any fee or charge.
- **The application fee is \$30** for all other applications. If necessary, the OEPA may impose a charge for processing the application. If charges apply, the OEPA will send you a statement of payable charges. Currently, where a processing charge applies, the current breakdown of fees is as follows:
 - \$30.00 /hr of staff time processing charge (if number of pages is greater than 50)
 - \$30.00 /hr of staff time photocopying time (if number of pages is greater than 50)
 - \$ 0.20 /photocopy (if number of pages is greater than 50).

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www.epa.wa.gov.au

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