



When blank, this form is classed as **OFFICIAL**, when filled out, this form is classed as **OFFICIAL-SENSITIVE**.

1. DETAILS OF APPLICANT

Title Mr Mrs Ms Other

Surname

Given name(s)

Australian postal address

Suburb

State

Postcode

Contact number

Email

If applying on behalf of someone else:

Their name

Date of birth

Relationship to person

Note: If your request is on behalf of someone else or a Company, you must provide written authorisation from the other party stating that they authorise you to act on their behalf in relation to obtaining documents through the Freedom of Information process from the Department of Transport. This authorisation should be signed and dated by all parties.

2. INFORMATIVE TYPE (Please choose one category - tick appropriate box)

Personal application - Application for documents about yourself or amendment to your personal information. No application fee required, however personal identification must be provided (e.g. copy of your driver's licence or passport). **Attach proof of identification to your application if this applies.**

Non-personal application - Application for documents that are not about yourself. Requires a \$30 application fee - see fees and charges for FOI on the Department of Transport website for further details. The application fee is unable to be waived.

3. DOCUMENTS TO WHICH ACCESS IS SOUGHT

(Please give enough information to enable the correct documents to be identified.
Attach an additional sheet if necessary).

4. DATE RANGE OF DOCUMENTS: (If applicable)

5. IDENTIFICATION DOCUMENTS

Please provide proof of personal identification with your FOI Application.

Documents which contain your personal information will not be provided to you unless the Department can be satisfied with your identity. This can be done by providing the Department with evidence of your identity eg. Drivers licence or Passport.

6. FORM IN WHICH ACCESS IS REQUESTED (Please tick appropriate box)

I require electronic copied documents.

Preferred email address if different to page 1

I require printed copies of the documents.

Preferred postal address if different to page 1

7. PERSONAL INFORMATION OF THIRD PARTIES (Please tick if you give consent)

I consent to all personal information and prescribed details of third parties being deleted from the requested documents.

Note: Not ticking this box does not automatically result in you receiving a third parties personal information

Note: Deleting personal information and/or prescribed details such as names, position titles, addresses, telephone numbers, email addresses and signatures, can reduce the time required to seek third party consent to release this information which may expedite the processing of the application.

8. PERSONAL INFORMATION DISCLOSURE (Please tick if you give consent)

I consent to my name being disclosed to any third party that is consulted (as required by Sections 32 and 33 of the FOI Act) and who requests to know the identity of the applicant of this FOI application.

Note: providing this information to third parties who ask for it enables the consultation process to be finalised more efficiently and quickly as third parties are generally more willing to consent to the release of personal and/or business information if they are aware of who the access applicant is.

9. DRAFT DOCUMENTS (Please tick if you give consent)

I consent to all draft documents being removed from scope.

Note: Removing draft documents from scope will reduce the number of documents to be assessed and may assist in reducing the time taken to process your application.

10. APPLICATION FEE METHOD OF PAYMENT

Only applicable for applications for Non-personal information. (Please tick appropriate box)

Electronic payment by credit card of the \$30.00 application fee has been made via [BPOINT](#).

Please provide BPOINT receipt number

OR

Attached is a Cheque/Money Order for the amount of \$30.00 to cover the application fee. Cheques or Money Orders must be made payable to the Department of Transport.

It is the applicant's full responsibility to provide the correct credit card details, the payment will be processed only using the information you provide through the BPOINT web page:

bpoint.com.au/pay/deptoftransport.

Please carefully check the details entered.

BPOINT refunds will only be made to the credit card that was used to pay the application fee.

11. FURTHER FEES AND CHARGES (Please tick to select then sign)

I understand that before I obtain access to documents I may be required to pay processing charges in respect to this application and that I will be supplied with a statement of charges if appropriate.

Note: In certain cases a reduction in fees may apply if you are financially disadvantaged or the holder of a pensioner concession card. This discount DOES NOT apply to the \$30.00 application fee.

I am requesting a reduction in processing charges (please provide evidence, e.g. Pension Concession card)

Yes

No

DISCLAIMER

I declare that all the information provided in this application and in documents submitted is true and correct.

Applicant's signature

Date

Note: FOI applications are not valid until BOTH application form and payment of the application fee (if applicable) have been received. It is recommended that applications be sent via email to FOI@Transport.wa.gov.au and payment made via BPoint to ensure that they can be processed as soon as possible.

12. LODGEMENT AND PAYMENT OF APPLICATIONS

Cheque or Money Order **MUST** be made payable to the **Department of Transport**.

Applications may be lodged together with cheque or money order payment (if applicable) to:

By Email:

FOI@transport.wa.gov.au

By Post:

FOI Coordinator
Department of Transport
GPO Box C102
Perth WA 6839

In Person:

FOI Coordinator
Department of Transport
140 William Street
Perth WA 6000

For further information about making an FOI application, please contact: FOI@Transport.wa.gov.au

Notes:

- If you are seeking access to a document/s on behalf of another person, the agency will require authorisation, this authorisation MUST be in writing.
- Your application will be dealt with as soon as practicable and within the time specified in the FOI Act (45 days after it is received).
- You can request access to documents by way of a copy of a document, a copy of an audio or video tape, maps and plans, photographs or a transcript of a recorded document. Where the agency is unable to grant access in the form requested, access may be given in a different form.
- Before obtaining access to documents you may be required to pay processing charges.
- Discounts may be available on processing charges in certain cases (this does not include the FOI Application fee). If you are considered financially disadvantaged and/or are the holder of a concession card a reduction in processing charges may apply. Evidence to substantiate this claim must be supplied.
- The Freedom of Information Act 1992 is available to download from the Parliamentary Counsel's website https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a290.html
- Should you require further information, please refer to the FAQ's section on the Department of Transport website (<https://www.transport.wa.gov.au/aboutus/freedom-of-information.asp>)

FOI Application Checklist:

- An Australian address has been provided in Section 1 of this application.
- Sufficient information provided to enable the correct document/s to be identified.
- Proof of your identity provided in accordance with s.29 of the FOI Act.
- Authorisation in writing provided if you are seeking access to a document/s on behalf of another person.
- Payment of the FOI Application has been made for a non-personal application