1. **Applicant details:**

Surname: Click here to enter text. First name: Click here to enter text.

Address: Click here to enter text. Postcode: Click here to enter text.

Contact number: Click here to enter text. Email: Click here to enter text.

1. **Details of request:**

Please indicate whether documents are:

Personal: [ ]  Non-personal: [ ]

Note: Personal information is information about you, eg. Family details, details of employment, material in personal records, medical reports etc.

I wish to apply for access to documents concerning:

Click here to enter text.

Please indicate a range for the documents, if possible.

Start date: Click here to enter a date. End date: Click here to enter a date.

1. **Form of access**

Inspection: [ ]  Hard copy: [ ]  Electronic Copy: [ ]

1. **Payment method:**

An application fee of $30.00 is required for non-personal applications.

[ ]  Cheque (please make payable to the Town of Port Hedland)

[ ]  Money order (please make payable to the Town of Port Hedland)

[ ]  Credit card (Visa, Mastercard and AMEX)

Note: For security reasons, the Town of Port Hedland cannot accept written credit card details. Therefore, please provide the name as displayed on your credit card and sign below to authorise the Town of Port Hedland to debit that card. The Town of Port Hedland will contact you to obtain your credit card number.

Name on card: Click here to enter text.

Signature:

Date: Click here to enter a date.

**Discounts may be available:** If you consider you are entitled to a reduction, please submit a request with copies of pension card(s) or other documents that support your application.

[ ]  I am requesting a 25% reduction in charges on the basis that I am financially disadvantaged and/or the holder of a pensioner concession card. (*Freedom of Information Regulations 1993*, reg 3)

1. **Authorisation:**

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 an estimate of charges, if appropriate.

Signature: Date: Click here to enter a date.

**Response time: 45 working days from date of receipt.**

1. **Further information:**

For advice and further information on Freedom of Information and the types of documents held by the Town of Port Hedland, please contact the Town’s Freedom of Information Coordinator on (08) 9158 9317 or email council@porthedland.wa.gov.au.

For general information and advice on Freedom of Information you can also contact the Office of the Information Commissioner on (08) 9220 7888 or see their website at [www.for.wa.gov.au](http://www.for.wa.gov.au).