



Freedom of Information

Application for access to documents
(under Freedom of Information Act 1992, S.12)

1. DETAILS OF APPLICANT (*required)

Title Mr Mrs Ms Other

Surname*

Given name(s)*

Postal address*

Suburb* State Postcode

Phone number*

Email*

If applying on behalf of someone else:

Their name:

Company name (if applicable):

Authorisation

If your request is on behalf of someone or company, you **must** provide evidence from the other party stating that they authorise you to act on their behalf. This **must** be made in writing and signed by all parties. Please provide this alongside your application.

2. INFORMATION TYPE

Please indicate whether the documents you are requesting access to are:

- Personal** – no application fee required
Application for documents about yourself or your personal information, you must provide personal identification e.g. copy of your valid driver's licence or passport provided alongside your application.
- Non-Personal** - \$30.00 application fee and associated charges
Application for documents that are not about yourself.

3. DOCUMENTS TO WHICH ACCESS IS SOUGHT

Please give specific and detailed information to enable the correct documents to be identified. Attach additional page(s) if necessary.

Although not mandatory, it is helpful if you are able to give some background as to the reason/s you are seeking access to documents.

Main Roads may contact you to clarify the information you have requested and if necessary, negotiate a reduction of the scope of your application if a significant number of documents are involved.

Details of documents being requested

4. DATE RANGE OF DOCUMENTS

Please indicate a date range for the documents: Start Date End Date

5. FORM OF ACCESS

Please indicate your preferred method receiving documents: By email By post

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

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

Note:

- Not ticking this box does not automatically result in you receiving a third parties’ personal information.
- 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.

7. PREVIOUS REVISIONS/DRAFT DOCUMENTS (Please tick if you give consent)

I consent to all previous revisions and/or draft documents being removed from scope.

Note: Removing previous revisions/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.

8. PAYMENT METHOD

Please indicate your preferred payment method:

- Bank Transfer (details sent upon request)
- Cheque (made payable to Main Roads)
- Credit Card (Visa or Mastercard)*

*For security reasons, Main Roads cannot accept credit card details in writing. We will contact you directly to obtain your payment information.

9. ADDITIONAL FEES AND CHARGES (Only applicable for non-personal applications)

I understand that before I obtain access to documents, I may be required to pay processing charges in respect to this application. An estimate of charges will be supplied to me prior to any additional costs being incurred. A deposit may be required for the application to proceed.

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.

10. DISCLAIMER

Freedom of Information (FOI) applications are considered valid under [section 12](#) of the FOI Act 1992 once both the completed application form, containing enough information to identify the requested documents, and the applicable fee (if required) have been received.

The processing period specified under [section 13\(3\)](#) of the FOI Act 1992 will commence upon receipt of a valid application.

11. APPLICANT DECLARATION

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

Signature

Date

On completion, insert digital signature or print and sign by hand

12. FURTHER INFORMATION

For advice and further information regarding FOI and the types of documents held by Main Roads, refer to the Main Roads website www.mainroads.wa.gov.au or contact the FOI Coordinator FOI@mainroads.wa.gov.au

For general information and advice regarding FOI, the Office of the Information Commissioner can be contacted on (08) 6551 7888 or visit www.oic.wa.gov.au

Returning this form

Applications can be lodged by:

Email:

FOI@mainroads.wa.gov.au

Post:

FOI Coordinator
Main Roads
PO BOX 6202
East Perth WA 6892

In Person:

FOI Coordinator
Don Atkin Centre
Waterloo Crescent
East Perth WA 6004