



**APPLICATION FOR ACCESS TO DOCUMENTS**  
(Under the *Freedom of Information Act 1992*, s.12)

**DETAILS OF APPLICANT**

<b>Applicant</b>	
<b>Name of Organisation</b>	
<b>On behalf of [Name of Organisation or Individual]</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Reference</b>	
<p><b>Privacy</b></p> <p>The Botanic Gardens and Parks Authority (BGPA) collect this personal information in order to contact you in relation to your Freedom of Information request.</p> <p>Section 12 of the <i>Freedom of Information Act 1992</i> requires that you provide your postal address, and for personal information requests, sufficient identifying personal details to enable documents to be located.</p> <p>For further details on how we manage your personal information, or if you would like to access your personal information, please contact BGPA on (08) 9480 3600 or email enquiries@bgpa.wa.gov.au.</p>	

**APPLICATION TYPE**

<p><input type="checkbox"/> <b>Non-personal information – \$30 application fee required (see Fees and Charges and Payment sections on page 3)</b></p> <p>For accessing documents about matters or persons other than the applicant, although personal information about the applicant may also be included.</p>
<p><input type="checkbox"/> <b>Personal information</b></p> <p>For accessing or amending the applicant’s personal information only.</p>

**DETAILS OF FOI APPLICATION**

**Description of documents you are requesting:**

- *Clearly describe the documents to which you seek access, including, where possible:*
  - *Subject matter*
  - *Type of document*
  - *Details of the parties/regions responsible for creating the document*
- *Please include any other important information to facilitate your application, such as documents you already have and can be excluded from the scope of your request.*

<b>Date/s or range of dates of document/s requested</b>	
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**Further information**

- *You are welcome to attach additional information to this form so that we can promptly deal with your application.*
- *If not sure of the documents you require, please clarify with BGPA officers, or refer to the Agency's Information Statement available at [www.dbca.wa.gov.au](http://www.dbca.wa.gov.au)*

<p><b>Please delete any “personal information” relating to third parties from the requested documents</b> <i>(including names, contact details, signatures and identifying information of third parties that are not officers of the agency)</i></p>	<p><u>YES / NO</u> Strike out whichever is not applicable</p>
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<p><b>Please delete any “prescribed details” relating to agency officers from the requested documents</b> <i>(including names, contact details, signatures and position titles)</i></p>	<p><u>YES / NO</u> Strike out whichever is not applicable</p>
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<p><b>I consent to my name/organisation being disclosed to any third party that is consulted in accordance with sections 32 and 33 of the FOI Act.</b></p>	<p><u>YES / NO</u> Strike out whichever is not applicable</p>
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***Please note that deleting personal information or prescribed details such as names, position titles, addresses, telephone numbers, email addresses and signatures, means that BGPA does not have to consult with those third parties or officers, which means applications can be dealt with quicker and may incur lower charges.***

**APPLICANT’S SIGNATURE:** .....

**Date:** ...../...../.....

## NOTES FOR APPLICANTS

- If your application is for access or amendment to your personal information, please provide a certified copy of one of the following documents:
  - Current Driver's Licence;
  - Aged Pensioner Concession Card;
  - Passport;
  - Birth Certificate (and Marriage Certificate if name has changed); or
  - Proof of Age Card (issued by the Department of Transport).

### DOCUMENTS MUST BE CERTIFIED BY A PERSON AUTHORISED TO WITNESS STATUTORY DECLARATIONS UNDER SCHEDULE 2 TO THE OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005.

If proof of identity in the manner described above is not provided, BGPA will not provide access to or amend the requested information until satisfied of your identity (s.29(a) of the FOI Act).

- If you are lodging an application on behalf of an organisation or another individual, please provide a letter of authority authorising you to act on their behalf.
- Your application will be dealt with as soon as practicable (statutory time limit within 45 days) after it is received. However, where necessary, extensions may be required.

The *Freedom of Information Act (WA) 1992* is available on the WA Legislation Website: <https://www.legislation.wa.gov.au/>

## FEES AND CHARGES

- Applications seeking only an applicant's own personal information or amendment of personal information are free of any fee or charge.
- **The application fee for all non-personal applications is \$30.**
- BGPA only accepts payment by credit card or electronic fund transfer (EFT).
- If necessary, BGPA may impose a charge for processing the application. If charges apply BGPA will send you a statement of payable charges. Currently, where a processing charge applies, the current breakdown of fees is as follows:
  - \$30.00 p/hr of staff time processing charge (if number of pages is greater than 50)
  - \$30.00 p/hr of staff time photocopying time (if number of pages is greater than 50)
  - \$0.20 p/photocopy (if number of pages is greater than 50).

(See Schedule 1 of the *Freedom of Information Regulations 1993* for a full list of charges).

Further information can be obtained from BGPA's FOI Coordinator on (08) 9480 3600, or via email [enquiries@bgpa.wa.gov.au](mailto:enquiries@bgpa.wa.gov.au).

## PAYMENT

### Payment by EFT:

It is essential that you include a reference with your fund transfer as follows – FOI [surname or company name] (e.g. FOI SMITH).

ACCOUNT NAME: Botanic Gardens and Parks Authority

BSB: 066 040

ACCOUNT NUMBER: 19800048

AMOUNT PAID BY EFT: \$\_\_\_\_\_

### Payment by credit card:

Please phone BGPA's FOI officer on **(08) 9480 3600** to make payment via VISA or Mastercard over the phone.

**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.

Applications may be lodged (together with applicable fee):

**By Mail or In Person:**

FOI Coordinator  
Botanic Gardens and Parks  
Authority  
1 Kattidj Close  
Kings Park WA 6005

**By Email:**

FOI Coordinator  
Botanic Gardens and Parks Authority  
[enquiries@bgpa.wa.gov.au](mailto:enquiries@bgpa.wa.gov.au)