



NATIONAL TRUST

APPLICATION FORM

Title (Hon/Dr/Mr/Mrs/Miss/Ms):

Surname:

Given Name(s):

Australian Postal Address:

Postcode:

Telephone Home:

Work:

Mobile:

Fax:

Name of Organisation/Business (if applicable):

I am applying for access to document(s) specifically about:

(Please attach additional sheet if necessary)

FORM IN WHICH ACCESS IS REQUESTED (please tick appropriate box)

I require a copy of the document(s)?

Yes No

I wish to inspect the document(s)?

Yes No

I require access in another form.

Yes No

(Please specify)

FEES AND CHARGES

Applicants for Personal Information

Yes No

Applicants for Non Personal Information (information other than that about yourself):

Yes No

Attached is a cheque/cash for \$30, made payable to National Trust of Australia (WA), to cover the application fee. 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 a statement of charges if appropriate.

(Freedom of Information Regulations 1993, reg 3)

SIGNATURE:

Date:



NATIONAL TRUST

1. FOI APPLICATIONS

Please provide sufficient information to enable the correct document(s) to be identified.

In accordance with s 29 of the Act, the National Trust of Australia (WA) may request proof of your identity.

If you are seeking access to a document(s) on behalf of another person, we will require written authorisation from that person, confirming that this is indeed the case.

Your application will be dealt with as soon as possible after it is received, but in any case within the time specified by the Act.

The *Freedom of Information Act 1992* is available for purchase from the State Law Publisher, 10 William Street, Perth (telephone [08] 9321 7688) or e-mail: sales@dpc.wa.gov.au.

2. FORMS OF ACCESS

You may request access to documents by requesting a copy of a document, by inspection, or by requesting a copy of an audio or video tape, a computer disk, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

Where the agency is unable to grant access in the form requested, access may be given in a different form.

3 LODGEMENT OF APPLICATIONS

By post, addressed to:

FOI Officer
National Trust of Australia (WA)
PO Box 1162
WEST PERTH WA 6872

In person at:

National Trust of Australia (WA)
Old Observatory
4 Havelock Street
WEST PERTH WA 6005
(8.30am - 5.00pm)

OFFICE USE ONLY

FOI Reference Number:

FOI File Number:

Received on:

Deadline for response:

Acknowledgment sent on:

Proof of Identity (if applicable):

Type:

Sighted on:

By:

CATEGORY OF REQUEST

Personal information

Non-Personal information

For further information contact

National Trust of Australia (WA)
Old Observatory
4 Havelock Street
WEST PERTH WA 6005
PO Box 1162
WEST PERTH WA 6872

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