

# Request to Change Information

Freedom of Information Act 1992 (WA), s.12

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## 1. Applicant Details

First name	Surname
Organisation (if applicable)	Postal address
Contact number	Email

### If applying on behalf of someone else:

Other person's name:	Your relationship to applicant:
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*Note: if your request is on behalf of someone else or a company, you must provide a copy of your authority to act/evidence of consent to act on their behalf.*

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## 2. Third Party Consultation

Please indicate consent to consult with third parties and/or to change/annotate third party information where applicable.

I consent to the changes being disclosed to any third party that is consulted (as required by sections 32 and 33 of the Freedom of Information Act 1992) and who requests to know the changes/annotations.

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## 3. Details of Request

*Please describe the documents you want to change to as clearly as possible. You must provide enough information for an officer to identify the documents requested.*

Please indicate the type of update you are requesting (tick one):

- Change – to correct or update the information
- Annotation – to add a note or comment to the existing record

Please specify the nature of the issue with the information on record (tick all that apply):

- Incorrect
- Incomplete
- Out of date
- Misleading

Please provide details of the document(s) you want changed (e.g. title, date, reference number):

Reason(s) for requesting the amendment:

Details of the requested amendment (proposed wording):

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#### 4. Authorisation

I confirm the information I have provided in this form is accurate and true.

I understand that the Town of Bassendean collects this information so they can process and manage applications and payments and provide services. They only share information with other parties where it's agreed, or where the law allows or requires it.

Signature:

Date:

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#### 5. Additional information

You may be required to prove your identity

For more information about how we collect, use, and store personal information, please refer to our Privacy Policy on the Town's website.

For general information and advice regarding FOI, the Office of the Information Commissioner can be found at [www.oic.wa.gov.au](http://www.oic.wa.gov.au)

This form can be lodged:

**Email:** [mail@bassendean.wa.gov.au](mailto:mail@bassendean.wa.gov.au)

**Post:** PO Box 87, Bassendean WA 6934

**In person:** 46 Old Perth Road, Bassendean WA

**Online:** <https://www.bassendean.wa.gov.au/>