

APPLICATION TO ACCESS DOCUMENTS

Freedom of Information

Freedom of Information Act 1992

DETAILS OF APPLICANT

Given Names	
Surname	
Postal Address	
Email	
Telephone Number	
Name of Organisation (If application is on behalf of an organisation)	

DETAILS OF REQUEST

Request Type (select one option)	<input type="checkbox"/> Documents containing personal information about the Applicant Note: Proof of identity must be provided for a request for personal information.
	<input type="checkbox"/> Non-personal documents containing information relating to third parties.

I am applying for access to the following documents:

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

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Please indicate the date(s) or range of dates of requested documents if possible:

Start Date		End Date	
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FORM OF ACCESS:

I wish to inspect the document(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I require a copy of the document(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I require access in another form	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If other, please specify		

FEES AND CHARGES

Payment of the \$30.00 Application Fee may be made by credit card by phoning (08) 9474 0777 or in person at the Civic Centre, Cnr Sandgate St & South Tce, South Perth, WA, 6151:

- ☐ I have enclosed/paid the \$30 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.

In certain cases, a reduction in fees and charges may apply. If you consider you are entitled to a reduction, please submit a request with copies of documents which address the criteria on the back of this form and support your application for a fee reduction:

- ☐ I am requesting a reduction in fees and charges and have supplied appropriate documentation to support the request (*select if applicable*).

DECLARATION AND CONSENT

- ☐ I declare all information contained in this form to be true and correct.
- ☐ I consent to my identity being disclosed to third parties if required.

Applicant's Signature		Date	
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LODGEMENT OF APPLICATION

Applications may be lodged to the Freedom of Information Officer by:

Email: enquiries@southperth.wa.gov.au

In Person:

Civic Centre
Cnr Sandgate St & South Tce
South Perth, WA, 6151

Your application will be dealt with as soon as practicable once payment is received, and in any case, within 45 calendar days in accordance with the *Freedom of Information Act 1992*.

ADDITIONAL INFORMATION

- A Freedom of Information Application must:
 - Be in writing and submitted by way of this form;
 - Give enough information to allow the requested documents to be identified;
 - Give an Australian address to which notices can be sent; and
 - Be submitted with payment of the \$30 application fee.
- The City may request proof of your identity.
- If you are seeking access to documents on behalf of another person, the City will require a written signed authorisation from that other person.
- You can request access to documents by way of inspection, a copy of a document, a copy of an audio, 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 City is unable to grant access in the form requested, access may be given in a different form.
- Further information can be obtained at www.wa.gov.au or www.oic.wa.gov.au. The *Freedom of Information Act 1992* can be accessed at www.legislation.wa.gov.au.

SCHEDULE OF FEES AND CHARGES

Personal information about the applicant	No fees and no charges
Application fee (for non-personal information)	\$30.00
Charge for time dealing with the application (per hour or pro rata)	\$30.00
Access time supervised by staff (per hour or pro rata)	\$30.00
Photocopying staff time (per hour or pro rata)	\$30.00
Per photocopy	\$0.20
Transcribing from tape, film or computer (per hour or pro rata)	\$30.00
Duplicating a tape, film or computer information	Actual cost
Delivery, packaging and posting	Actual cost
Deposits	
An advance deposit may be required in respect of the estimated charges	25%
Further advance deposit may be required to meet the charges for dealing with the application	75%

*Credit card surcharges apply as per the current Schedule of Fees on the City's website.

If you have any questions or require assistance in completing this form, please contact the City's Freedom of Information Officer at enquiries@southperth.wa.gov.au or on (08) 9474 0777.