



**Application for Access to Documents** (Under *Freedom of Information Act 1992, Section 12*)

**DETAILS OF APPLICANT**

<b>Surname:</b>		<b>Given name(s):</b>	
<b>Postal address:</b>			
<b>Contact number(s):</b>		<b>Contact email:</b>	

*If this application is on behalf of an organisation please advise details below:*

<b>Name:</b>			
<b>Postal address:</b>			
<b>Contact number(s)</b>		<b>Contact email:</b>	

**DETAILS OF REQUEST** (please tick)

Personal Documents  Non-Personal Documents

**I am applying for access to document(s) concerning\*:**

\* if insufficient space provided please attach details on separate sheet

**FORM/S OF ACCESS** (please tick appropriate box)

I wish to inspect the document(s)  Yes  No  
 I require a copy of the document(s)  Yes  No  
 I require access in another form  Yes  No

(Specify) \_\_\_\_\_

**FEES and CHARGES**

Attached is cheque/cash to the amount of \$\_\_\_\_\_ 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.

In certain cases, a reduction in fees and charges may apply (see notes attached). If you consider you are entitled to a reduction a request with copies of documents which address the criteria in the FOI Statement and support your application for a fee reduction.

I am requesting a reduction in fees and charges: (please tick) Yes  No

<b>Applicant(s) signature:</b>		<b>Date:</b>	/ /
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**OFFICE USE ONLY**

FOI reference number: \_\_\_\_\_

Received on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Deadline for response: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Acknowledgement sent on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Proof of identity type (if applicable): \_\_\_\_\_

Sighted by: \_\_\_\_\_



## FOI Application Notes

### FOI Access Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The agency may request proof of your identify if you are seeking access to personal information. (Any 2 of: Passport, Birth Extract, Driver's Licence, Credit Card or similar).
- If you are seeking access to a document(s) on behalf of another person, the agency will require authorisation in writing from that person.
- Your application will be dealt with as soon as practicable (and, in any case within 45 days), after it is received.
- Further information can be obtained from the Office of the Information Commissioner, Office of the Information Commissioner, Albert Facey House. 469 Wellington Street, PERTH 6000 (PO Box Z5386, St George's Terrace, PERTH WA 6831).

### FORMS OF ACCESS

You can request access to documents by way of inspection; a copy of a document; 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.

### FEES & CHARGES

*(In accordance with FOI Regulations – these fees are not subject to GST)*

- No fees for access application relating to personal information and amendment of personal information.
- 25% reduction of charges if the applicant is: (a) impecunious, in the opinion of the agency to whom the application is made; or (b) the holder of a currently valid pensioner concession card issued on behalf of the Commonwealth to that person, or any other card which may be prescribed as being a pensioner concession card under the Rates and Charges (Rebates and Deferments) Act 1992,
- Application Fee \$30.00
- Charge for dealing with the application \$30.00 per hour
- Charge Supervision Access \$30.00 per hour
- Photocopying \$30.00 per hour
- Plus \$0.20c per copy
- Delivery, package & postage Actual cost
- Advance Deposit 25% of estimated charges

### LODGEMENT OF APPLICATIONS

Applications may be lodged -

By post, addressed to:  
The Chief Executive Officer  
Town of East Fremantle  
PO Box 1097  
FREMANTLE WA 6959

In person at:

Town of East Fremantle  
135 Canning highway  
EAST FREMANTLE