



Application for Access to Documents

Freedom of Information Act 1992

Details of Applicant	
Given Names:	
Surname:	
Postal Address:	
Email:	
Telephone Number:	
Name of Organisation: <i>(If application is on behalf of an organisation)</i>	

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

I am applying for access to the following documents: <i>(Please provide sufficient information to enable the correct document(s) to be identified)</i>

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

Fees and Charges
Payment of the \$30.00 Application Fee may be made by cash, cheque, *credit card by phoning 08 9285 4300 or in person at 308 Stirling Highway Claremont WA 6010:
<input type="checkbox"/> I have enclosed/paid the \$30 Application Fee.
<input type="checkbox"/> 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:

Lodgement of Application

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

Email: toc@claremont.wa.gov.au

In Person:

308 Stirling Highway

Post: PO Box 54

Claremont WA 6010

Claremont WA 6910

Your application will be dealt with as soon as practicable after it 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 Town may request proof of your identity.
- If you are seeking access to documents on behalf of another person, the Town 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 Town is unable to grant access in the form requested, access may be given in a different form.
- Further information can be obtained at www.claremont.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 Town's website.

If you have any questions or require assistance in completing this form, please contact the Town's Freedom of Information Officer at toc@claremont.wa.gov.au or on 08 9285 4300.