

TOWN OF CLAREMONT



APPLICATION FOR ACCESS TO DOCUMENTS (under Freedom of Information Act 1992, S.12)

DETAILS OF APPLICANT

Surname _____

Given Names _____

Postal Address _____

Post Code _____ Telephone Number(s) _____

If application is on behalf of an organisation Name of Organisation/Business _____

DETAILS OF REQUEST Personal Documents Non-Personal Documents *(Please tick)*

I am applying for access to document(s) concerning _____

FORM OF ACCESS

I wish to inspect the document(s) Yes No *(Please tick appropriate box)*

I require a copy of the document(s) Yes No *(Please tick appropriate box)*

I require access in another form Yes No *(Please tick appropriate box)*

(specify) _____

FEES AND CHARGES

Attached is a 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 section on fees and charges on the back of this form. If you consider you are entitled to a reduction, 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 Yes No *(Please tick appropriate box)*

APPLICANT'S SIGNATURE _____ Date/...../.....

(Office Use Only)

FOI Reference Number _____

Received on/...../..... Deadline for response/...../.....

Acknowledgement sent on/...../.....

Proof of Identity (if applicable)

Type Sighted



FOI Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The agency may request proof of your identity.
- If you are seeking access to a document(s) on behalf of another person, the agency will require authorisation, usually in writing.
- Your application will be dealt with as soon as practicable, (and, in any case, within 45 days) after it is received.
- The Freedom of Information Act is available for purchase from the State Government Bookshop, 815 Hay Street, Perth (telephone (08) 9222 8216).

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 and Charges

Application Fee	\$30.00
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Other charges which may be imposed:

Staff Time (per hour)	\$30.00
Photocopying (per copy – B&W)	\$.20
Photocopying (per copy – Colour)	\$.50

Lodgement of Applications

Applications may be lodged:-

By Post, addressed to
Freedom of Information Coordinator
Town of Claremont
PO Box 54
CLAREMONT WA 6910

In person, at
Town of Claremont
308 Stirling Highway
CLAREMONT WA 6010