

Application for Access to Documents

Freedom of Information Act 1992, Section 12.

Details of Applicant:

I: <i>(Name of person submitting application)</i>	
Of: <i>(Address of person submitting application)</i>	
Email: <i>(Email of person submitting application)</i>	
Telephone Number: <i>(Telephone Number of person submitting application)</i>	
Organisation/ Business: <i>(Name or Organisation/ Business submitting application. N/A if not applicable to applicant)</i>	

Details of Request:

Type of Document: <i>(Select the Type of Document)</i>	Personal Document(s): Non-Personal Document(s):
I am applying for access to document(s) concerning:	

Form of Access:

I wish to inspect the document(s): <i>(Select Yes or No)</i>	Yes: No:
I require a copy of the document(s): <i>(Select Yes or No)</i>	Yes: No:
I require access in another form: <i>(Specify)</i>	

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 these 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, fees and charges may apply. See the section on fees and charges on the back of this form. If you consider that you are entitled to a reduction, please submit a request with the relevant copies of documents which address the criteria on the back of this form, and support your application for a fee reduction.

This declaration is made under the Oaths, Affidavits and Statutory Declarations Act 2005 at:

I am requesting a reduction in fees and charges: <i>(Select)</i>	Yes: No:
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Signature:
(Of person making application)

Date:

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FOI Applications:

- Please provide sufficient information to enable the correct document(s) to be identified;
- The Town may request proof of your identity;
- If you are seeking access to a document(s) on behalf of another person, the Town will require authorisation 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 1992 is available at the website of the Office of the Information Commissioner Western Australia <http://oic.wa.gov.au>.

Forms of Access:

You can request access to documents by way of public inspection, a copy of a document (soft or hard copy) and/ or a USB (which may incur a fee).

Where the Town is unable to grant access in the form requested, access may be given in a different form.

Fees and Charges:

Application Fee:	\$30.00
Other charges which may be imposed:	
Staff Time (per hour)	\$30.00
Photocopying (per copy, black and white):	\$00.20
Photocopying (per copy, colour):	\$00.50

Lodgement of Applications:

Applications may be lodged via the following:

Email: toc@claremont.wa.gov.au
Post: Freedom of Information Officer
Town of Claremont
PO Box 54
Claremont WA 6910
In Person: Freedom of Information Officer
Town of Claremont
308 Stirling Highway
Claremont WA 6010