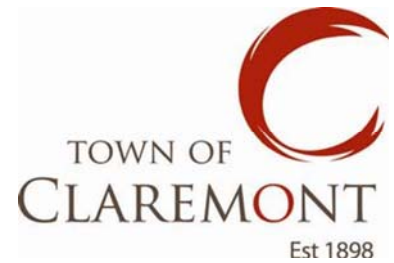


TOWN OF CLAREMONT
Application for access to documents
 (under Freedom of Information Act 1992, S.12)



DETAILS OF APPLICANT

Surname _____
 Given Names _____
 Postal Address _____
 Email _____
 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	<i>(Tick)</i>
I am applying for access to document(s) concerning _____			

FORM OF ACCESS

I wish to inspect the document(s)	Yes	No	
I require a copy of the document(s)	Yes	No	<i>(Please tick appropriate box)</i>
I require access in another form (specify) _____	Yes	No	

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
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(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 on the website of Office of the information commissioner WA <http://foi.wa.gov.au>

Forms of Access

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 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:-

Email: toc@claremont.wa.gov.au
By Post, addressed to
Freedom of Information Officer
Town of Claremont
Box 54
CLAREMONT WA 6910

In person, at
Freedom of Information Officer
Town of Claremont PO
308 Stirling Highway
CLAREMONT WA 6010