
2. Details of Request

Please indicate whether the documents you are requesting access to are:

- Non-Personal (incurs \$30 application fee, and additional charges may apply)
- Personal documents (incurs no fee and will contain information pertinent to applicant *only*)

Note: Personal information is information about you, e.g. family details, details of employment, material in personal records, medical reports etc.

I wish to apply for access to documents concerning:

Please provide as much information as possible to help us identify the documents you are requesting, i.e. location / address, subject matter, date(s). Although not mandatory, it is helpful if you are able to give some background as to the reason/s you are seeking access to documents.

Please indicate a date range for the documents, if possible.

Start date
(DDMMYYYY)

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End date
(DDMMYYYY)

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3. Form of Access

Please indicate form of access required.

- Electronic (the City's preferred form of access, where applicable)
- Inspection (in person at Council House)
- Hardcopy (additional fees may be applicable)

4. Consultation

Please indicate consent to consult with third parties and/or to delete third party information where applicable.

- I consent to all "Personal Information" and / or "Commercial Information" of third parties and City of Perth staff being edited from the requested document/s

Please note: Choosing without consent may result in increased processing fees and time frames. Upon consultation with third parties, this information may be edited under the relevant exemptions.

- I consent to external third parties being provided my name as the applicant requesting the information

5. Payment Details

Please indicate your preferred payment method:

- Cash (payable at the Customer Service Centre, Ground Floor, Council House)
- Cheque (made payable to the City of Perth)
- Money Order (made payable to the City of Perth)
- Credit Card (Visa, Mastercard or Amex)

Credit Card payment:

For security reasons the City of Perth cannot accept written credit card details. The City of Perth will contact you to obtain your credit card number

6. Customer Authorisation

- By ticking this box, I confirm I understand that this form authorises the City of Perth to reproduce any documents associated with this application for internal purposes only.
- By ticking this box, I confirm 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 an estimate of charges, if appropriate.
- By ticking this box, I confirm the information I have provided in this form is accurate. (A signature is not required on forms lodged electronically and submissions will be treated in accordance with the *Electronic Transactions Act 2011 (WA)*.)

Response Time: Initial response within 7 days of receipt of application.

Signature _____ Date

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(for hardcopy submission only) (DDMMYYYY)

7. Further Information

For advice and further information regarding FOI and the types of documents held by the City, refer to the City's website www.perth.wa.gov.au and Information Statement.

For general information and advice regarding FOI, the Office of the Information Commissioner can be contacted on (08) 6551 7888, at www.oic.wa.gov.au

This form is available in alternative languages and formats on request