

APPLICATION FOR ACCESS TO DOCUMENTS

Freedom of Information Act 1992, Section 12



CITY of PERTH

Privacy

The personal information collected on this form will only be used by the City of Perth for the sole purpose of providing requested and related services. Information will be stored securely by the City and will not be disclosed to any third parties without your express written consent.

Copyright

I authorise the City of Perth to reproduce any attachments provided with this form for internal purposes only.

City of Perth

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Instructions: Please print using **black pen** in the spaces provided. For assistance describing the types of documents you are seeking to access, please refer to the *City of Perth Information Statement* available on the City's web site.

1. APPLICANT DETAILS

Surname:	<input type="text"/>	First Name:	<input type="text"/>
Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Postcode:	<input type="text"/>
Mobile:	<input type="text"/>	Facsimile:	<input type="text"/>
E-mail:	<input type="text"/>		

2. DETAILS OF REQUEST

Please indicate whether documents are:

Personal: Non Personal:

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:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

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

Start Date: End Date:

3. FORM OF ACCESS

Please indicate form of access required:

Inspection:

Hard Copy:

Electronic Copy:

4. PAYMENT METHOD

An application fee of \$30.00 is required for non-personal applications.

- Cheque (please make payable to the City of Perth)
- Money Order (please make payable to the City of Perth)
- Credit card (Visa, Mastercard or Amex)

NOTES: For security reasons, the City of Perth **cannot accept written credit card details.**

Therefore, please provide the name as displayed on your credit card, and sign below to **authorise** the City of Perth to **debit** that credit card.

The City of Perth will contact you to obtain your **credit card number.**

Name on
Card:

Signature:

Date:

5. AUTHORISATION

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.

Signature:

Date:

Response Time: 45 Working Days from date of lodgement

FURTHER INFORMATION

For advice and further information on FOI and the types of documents held by the City contact the City's FOI Coordinator on (08) 9461 3428, or e-mail info.city@cityofperth.wa.gov.au.

For general information and advice on FOI you can also contact the Office of the Information Commissioner on (08) 9220 7888, or see their web site at www.foi.wa.gov.au

Please Note: This form is available in alternative languages and formats on request.