



# Application for Access to Documents

**DETAILS OF APPLICANT:**

**BUSINESS:**

**POSTAL ADDRESS LINE 1:** (Australian)

**POSTAL ADDRESS LINE 2:** (Australian)

**POST CODE:** \_\_\_\_\_

**TELEPHONE NUMBER(S):** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**NAME OF ORGANISATION/BUSINESS**

(If application is on behalf of an organisation)

**DETAILS OF REQUEST**

Personal Documents

Non-Personal Documents

(Please tick)

I am applying for access to the documents(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)

If yes, specify \_\_\_\_\_  
\_\_\_\_\_

**FEES AND CHARGES**

Attached is a cheque/cash to the amount of \$30.00 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. (Refer to Charges detailed on the back of this form). If you consider you are entitled to a reduction in fees, submit a request with copies of documents that address the criteria on the back of this form to support your application.*

I am requesting a reduction in Fees and Charges Yes No (Please tick appropriate box)

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**1. TYPE OF FEE**

Application Fee under Section 12(1)(e) of the Act \$30.00

**2. CHARGE**

- a) Charge for time taken by staff dealing with the application \$30.00
- b) Charge for access time supervised by staff (per hour, pro rata for a part of an hour) \$30.00

Plus the actual additional cost to the agency of any special arrangements (eg. hire of facilities)

- c) Charges for photocopying
  - (i) Per hour, or pro rata for a part of an hour of staff time; and \$30.00
  - (ii) Per A4 or A3 copy \$0.20
  - (iii) Per AO or A1 copy \$2.50
- d) Charge for time taken by staff transcribing information from a tape or other device (per hour, or pro rata for a part of an hour) \$30.00
- e) Charge for duplicating a tape, film or computer information Actual Cost
- f) Charge for delivery, packaging and postage Actual Cost
- g) For financially disadvantaged applicants or those issued prescribed pensioner concession cards, the charge payable maybe reduced by 25%.

**3. ADVANCE DEPOSITS**

- a) Advance deposit which may be required by an agency under Section 18(a) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee. 25%
- b) Further advance deposit which may be required by an agency under Section 18(4) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee. 75%

**NOTES:**

**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 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 forty five (45) days) after it is received.

Further information can be obtained from "Freedom of Information Act 1992", available for purchase from the State Law Publisher, 10 William Street, Perth, telephone (08) 9321 7688.

### 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

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

### Lodgement of Applications

Applications may be lodged in the following ways:

#### By post:

City of Melville  
Locked Bag 1  
BOORAGOON WA 6954

#### In person:

City of Melville  
10 Almondbury Road  
ARDROSS WA 6153