

Forward your completed application form to: The F.O.I. CoOrdinator

CITY OF COCKBURN  
PO Box 1215, BIBRA LAKE DC,  
Western Australia, 6965

(Cnr Rockingham Road and Coleville Crescent, Spearwood, Western Australia, 6163)

## **APPLICATION FOR ACCESS TO DOCUMENTS**

(under Freedom of Information Act 1992, S.12)

### **DETAILS OF APPLICANT(S):**

Name(s): .....

Organisation (if applicable): .....

Postal Address: .....

Telephone Number(s) ..... (fax) .....

### **DETAILS OF REQUEST:**

*(please circle yes or no)*

Is this application for personal documents, i.e. information or amendment of personal information about yourself (e.g. your medical records; details of employment, etc)? Yes      No

I am applying for access to document(s) concerning: *(please be specific)* .....

ATTACH ANY ADDITIONAL DETAILS SHOULD THERE NOT BE ENOUGH ROOM

### **FORM OF ACCESS:**

*(please circle yes or no)*

I wish to inspect the document(s) Yes      No

I require a copy of the document(s) Yes      No

I require access in another form: Yes      No  
- *please specify if yes* .....

### **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 the document, 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. (See section on fees and charges on the next page).

**SIGNATURE OF APPLICANT(S):**..... **DATE:** ... / ... / .....

## FEES

|                  |         |
|------------------|---------|
| Application fee: | \$30.00 |
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## CHARGES

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| Charge for time dealing with application (per hour, or pro rata for a part of an hour): | \$30.00 |
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| Charge for access time supervised by staff (per hour, or pro rata for a part of an hour) when access is given to view documents: | \$30.00 |
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| Charges for photocopying -                                    |         |
| 1. per hour, or pro rata for a part of an hour of staff time: | \$30.00 |
| 2. per copy   | \$00.20 |

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|--|---------|
| 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 |
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| Charge for preparing a copy of a tape, film or computerised information: | Actual Cost |
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| Charge for delivery, packaging and/or postage: | Actual Cost |
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|   |           |
|---|-----------|
| Personal information or amendment of personal information about yourself (e.g. your medical records; details of employment etc) | No Charge |
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## ADVANCE DEPOSITS

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| Advance deposits may be required by agency under Section 18(1) of the Act, as a percentage of the estimated charges which will be payable in excess of the application fee | 25 % |
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| Further advance deposit which may be required by agency under Section 18(4) of the Act, expressed as a percentage of the estimated charges will be payable in excess of the application fee | 75 % |
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## FORMS OF ACCESS

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

## NOTES

- Please provide sufficient information to enable the correct document(s) to be identified.
- The agency may request proof of identity.
- If you are seeking access to document(s) on behalf of another person or organisation, 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.
- Further information can be obtained from the Office of the Information Commissioner;
  1. Mail: PO Box Z5386, St George's Terrace, Perth, WA, 6831
  2. Direct: 12<sup>th</sup> Floor, St Martin's Tower, 44 St George's Terrace, Perth, WA, 6000
  3. Phone: 08 9220 7888 (or for country W.A. callers only: 1800 621 244)
  4. Fax: 08 9325 2152
  5. Website: [www.foi.wa.gov.au](http://www.foi.wa.gov.au)