



FOI APPLICATION FORM

(Freedom of Information Act 1992)

APPLICANT

SURNAME: _____ GIVEN NAMES: _____

ORGANISATION/BUSINESS NAME: _____

POSTAL ADDRESS: _____ POSTCODE: _____

CONTACT DETAILS: (H) _____ (W) _____ (M) _____

REQUEST DETAILS

PERSONAL DOCUMENTS (Please tick) NON PERSONAL DOCUMENTS (Please tick)

I am applying for access to document(s) concerning _____

FORM OF REQUEST

I wish to inspect the document(s) Yes No

I require a copy of the document(s) Yes No (Please tick appropriate box)

I require access in another form Yes No

Specify: _____

FEES AND CHARGES (see over)

I enclose payment of \$ _____ for 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 may apply – see fees and charges on the back of this form. If you feel you are entitled to a reduction, submit a request with copies of documents which support your application for a fee reduction.

I am requesting a reduction in fees and charges. Yes No

Proof of Identity (if applicable) Type _____

APPLICANT'S SIGNATURE: _____ DATE: / / 20.....

FOI APPLICATIONS

Please provide sufficient information to enable correct document(s) to be identified.

The agency may request proof of your identity.

Further information can be obtained from the Legal & Governance Branch at the City of Canning on 1300 422 664.

Copies of the *Freedom of Information Act 1992* can be purchased from the State Law Publisher at 10 William Street, Perth.

FORMS OF ACCESS

You can request access to documents by way of inspection or receiving a copy of a document. If you would like to receive documents electronically a PDF version of the document will be forwarded.

FEES AND CHARGES

Application Fee	\$30.00
Charge for time taken by staff dealing with the application (per hour or pro rata for part of an hour)	\$30.00
Charge for access time supervised by staff (per hour or pro rata for part of an hour) plus the actual cost to the agency of any special arrangements (e.g. hire of facilities or equipment)	\$30.00
Photocopying (per hour or pro rata for part of an hour staff time)	\$30.00
Photocopying (cost per page)	\$00.20
Advance Deposit	25%
Remainder (payable before documents are copied)	75%

LODGEMENT OF APPLICATIONS

Applications may be lodged by post addressed to:

City of Canning
Locked Bag 80
WELSHPOOL 6986

or, in person at:

Council Offices
City of Canning
1317 Albany Highway
CANNINGTON 6107