

Application for Access to Documents

Under s13 of the *Freedom of Information Act 1991*

Please read the attached 'FOI Fact Sheet – Request for Access to Document' before completing and lodging your application.

Details of Applicant

Surname: _____ Given Names: _____

Australian Postal Address: _____

Suburb: _____ Post Code: _____

Email (optional): _____ Contact Phone Number: _____

Details of Documents Being Requested

Describe the documents you are seeking to access. If you are applying for access to personal information, please provide enough information to assist with identification of documents, eg. date of birth, previous names etc.

Do the documents you have described above contain information about your personal affairs? YES / NO

Form of Access

I wish to inspect the documents YES / NO

I require a copy of the documents YES / NO

I require access in another form YES / NO *(If yes please specify below)*

Specify other form of access here if applicable; e.g. transcript of a recorded document

Fees and Charges

An application fee of \$40.75 must be submitted with the completed application form, unless you are seeking to have the application fee waived. If you are seeking to that the application fee waived, please attached evidence supporting why it should be waived e.g. attach a copy of your concession card or other evidence as proof of financial hardship. **In the following section please circle as appropriate.**

Is the application fee attached? YES / NO

Application fee is in the form of: Cheque / Cash / Money Order
(Do not send cash through the mail)

Do you require a fee waiver? YES / NO

Is evidence of the need to waive fees attached? YES / NO
(e.g. a copy of your concession card)

If you wish to pay your application fee via credit card, you will need to contact Council either in person or call (08) 8626 1001.

If no fee is attached and you do not qualify for a waiver, then this application will not be valid until the fee has been received by Council.

Applicant's Signature: _____ Date: _____

Application Lodging Notes

Now that you have completed all of the information required in this application form, post, email or deliver it (along with any required documents e.g payment or proof of concession for fee waiver) to Council. Please keep a copy of your application for your own reference.

Office Use Only

Received on: _____ Acknowledgement sent on: _____

Determination sent on: _____

