

Application for Access to Documents

Freedom of Information Act 1992, Section 12

DETAILS OF APPLICANT

Family Name:

Given Names:

Address:

Postcode:

Phone Number:

Email:

Name of Organisation/Business:

DETAILS OF REQUEST

Personal Information

Non-Personal Information

Note: Personal information is information about you, the applicant e.g. family details, details of employment, personal records etc.

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

SPECIFY DOCUMENT DATE RANGE IF POSSIBLE: From:

To:

FORM OF ACCESS

Please indicate form of access required:

Inspection

Hard Copy

Electronic Copy (via email)

I require access in another form (*Please Specify*) _____

If the City is unable to grant access in the form requested, access may be provided in an alternative format.

PAYMENT METHOD

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

Cheque / Money Order

Cash

Credit card (Visa, MasterCard or Amex)

Please make cheque and money orders payable to the City of Belmont. Cash payments can be made in person at the City's Civic Centre. For credit card payments the City's FOI Officer will contact you by phone.

CLAIM AND DECLARATION

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. I declare that all of the details set out above are true and correct.

APPLICANTS SIGNATURE: _____ **DATE:** _____

NOTES FOR APPLICANT

Please provide sufficient information to enable the correct documents to be identified.

The City of Belmont may request photographic proof of identity when applying for access to documents.

Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received or as negotiated with the applicant.

If you are seeking access to document/s on behalf of another person, written authorisation will be required.

FEES AND CHARGES

Application Fee

To validate an access application a \$30 application fee is required to be paid.

Processing Charges

Processing charges may apply to obtain access to documents, with a deposit payable prior to processing. A statement of charges will be provided if applicable.

An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth Government under the Rates and Charges (Rebates and Deferments) Act 1992 may be eligible for a reduction of 25% in the processing charges associated with the application.

PAYMENT

Payment can be made by cash, credit, money order or cheque. Please make cheques and money orders payable to the City of Belmont. Credit card is accepted by phone. Please do not add credit card details to this form. Cash can be received in person at the City of Belmont Civic Centre.

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 City of Belmont is unable to grant access in the form requested, access may be provided in an alternative format.

ADDITIONAL INFORMATION

For advice and further information on Freedom of Information and the types of documents held by the City, refer to the City of Belmont Information Statement or contact the City's FOI Coordinator on (08) 9477 7222, or view the City's website at www.belmont.wa.gov.au.

For general information and advice on FOI you can also contact the Office of the Information Commissioner on (08) 6551 7888, email: info@foi.wa.gov.au, or see their website at www.foi.wa.gov.au.

LODGEMENT OF APPLICATIONS

Applications can be lodged;

In person, at

City of Belmont Civic Centre
215 Wright St City of Belmont
CLOVERDALE WA 6105

By post, addressed to

The Chief Executive Officer
City of Belmont
Locked Bag 379
CLOVERDALE WA 6985

Emailed to

belmont@belmont.wa.gov.au

PRIVACY

The personal information collected on this form will only be used by the City of Belmont 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.