



**CITY OF FREMANTLE
APPLICATION FOR ACCESS TO
DOCUMENTS**

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

DETAILS OF APPLICANT

Surname:

Given Names:

Australian Postal Address:

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.....Post Code:

Telephone Number(s):

Email.....

DETAILS OF REQUEST ☐ Personal Documents ☐ Non-Personal Documents
(Please tick)

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

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FORM OF ACCESS

I wish to inspect the documents(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I require a copy of the document(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I require access in another form	<input type="checkbox"/> Yes (specify)	<input type="checkbox"/> No

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FEES AND CHARGES

Attached is a cheque/cash to the amount of \$.....
to cover the application fee (non personal information ONLY). 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.

Payment by credit card (0.5% surcharge) is also available via the front counter
at the City of Fremantle Office or by ringing the cashier on 1300 693 736.
Please record the receipt number upon payment.

*In certain cases a reduction in search fees and charges may apply - see section
on fees and charges on the back of this form. If you consider you are entitled
to a reduction, submit a request with copies of documents which address the
criteria on the back of this form and support your application for a fee
reduction.*

I am requesting a reduction in search fees and charges ☐ Yes ☐ No

APPLICANT'S SIGNATURES

DATE_...../...../.....



(Office Use only)

FOI Reference Number

Received on/...../.....

Deadline for response/...../.....

Acknowledgment sent on/...../.....

Proof of Identity (if applicable)

Type

Signed

Note(s)

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FOI Applications

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

The City of Fremantle may request proof of your identity.

If you are seeking access to a document(s) on behalf of another person, the City of Fremantle will require authorisation 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 FOI Coordinator. The Freedom of Information Act is available for purchase from the State Government Bookshop, 815 Hay Street, Perth. Telephone: (08) 9222 8216.

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

Fees and Charges

\$30.00 application fee (non-personal information ONLY).

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 charges associated with the application. The concession does not refer to \$30 application fee

No reduction is applicable to the application fee.

Lodgement of Applications

Applications may be lodged –

By email: FOI@fremantle.wa.gov.au

By post addressed to - FOI Business Unit
City of Fremantle
PO Box 807
FREMANTLE WA 6959

In person at - Walyalup Civic Centre
151 High Steet
FREMANTLE WA 6160