**Applicant Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Given Names |  |
| Address |  | Suburb |  |
|  |
| Contact no | (H) | (M) |  |
| Email |  | | |

**If application is on behalf of an Organisation**

|  |  |
| --- | --- |
| Name of Organisation/Business |  |
| Agent/Representative Name |  |

**Details of Request**

Documents containing personal information

(Personal information is about you, the applicant, e.g., family details, details of employment, material in personal records etc.) **Note**: The City will require proof of your identity

**I am applying for access to the following documents**

Non-personal documents that contain information relating to third parties

(incurs $30 application fee and additional charges may apply)

(Please be as specific as possible and provide sufficient information to enable the correct document(s) to be identified)

|  |
| --- |
|  |
|  |
|  |

**Please indicate date(s) or range of dates of requested information or document(s), if possible:**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date |  | End Date |  |

**Reason(s) for access as this may assist in the accurate identification of documents** (*non-mandatory*):

**Form of Access**

|  |  |  |
| --- | --- | --- |
| I wish to inspect the document(s) | Yes | No |
| I require a copy of the document(s) | Yes | No |
| I require a copy of the transcript(s) | Yes | No |
| I require access in another form | Yes | No |
| If other, please specify |  | |

**Note**: Where the City is unable to grant access in the form requested, access may be given in a different form.

**Payment**

Payment may be made by cheque, credit card over the phone (08) 9273 3500 or in person at the City’s Administration Centre, 71 Stirling Highway, Nedlands, WA, 6009.

I have attached/paid the $30 application fee.

I understand that before I obtain access to documents, I may be required to pay processing charges in respect to this application and that I will be supplied with an estimate of charges, if appropriate.

In certain cases, a reduction in fees and charges may apply. If you consider you are entitled to a reduction, you need to submit a request with copies of documents, which address the criteria and support your application for a fee reduction.

I am requesting a reduction in fees and charges (tick if applicable and please supply appropriate documentation to support the request).

**Authorisation and Consent**

|  |  |  |  |
| --- | --- | --- | --- |
| I consent for my identity to be disclosed to third parties if required | | Yes | No |
| I consent to the reasons for my access application to be made known to third parties if required | | Yes | No |
| Applicant’s signature |  | Date | |

**Fees and Charges**

An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth to that person, or any other card which may be prescribed as being a pensioner concession card under the *Rates and Charges (Rebates and Deferments) Act 1992*, or an applicant in the opinion of the City who is impecunious, the charges payable is reduced by 25%. **No reduction is applicable to the application fee.**

|  |  |
| --- | --- |
| **Fees** |  |
| Application Fee for personal information | No fee |
| Application Fee for non-personal information | $30 |
| **Charges** |  |
| Staff time for dealing with application | $30/hr |
| Supervised access to records for inspection | $30/hr |
| Transcribing information | $30/hr |
| Photocopying | $0.20/page |
| Duplicating a tape, CD, DVD, or computer information | Actual Cost |
| Packaging and postal cost | Actual Cost |
| **Deposits** |  |
| An advance deposit may be required | 25% |
| An additional advance deposit may be required for large application | 75% |

**Application Lodgment**

|  |  |
| --- | --- |
| **In Person or Post** | **Email** |
| Administration Centre  71 Stirling Highway, | [council@nedlands.wa.gov.au](mailto:council@nedlands.wa.gov.au) |
| Nedlands WA 6009. |  |

**Additional information**

* If you are seeking access to a document(s) on behalf of another person, the City will require a written, signed and dated statement of authority from that other person.
* If the document(s) that you are seeking also relates to another agency, you will need to apply to the agency to obtain the documents which are related to the agency.
* Your application will be dealt with as soon as practicable. The *Freedom of Information (FOI) Act* provides a 45-day timeframe from the date a valid application is received however this timeframe may be extended by agreement between the City and the applicant. **Note**: The day after an application is received is “day 1.”
* Further information can be obtained from the [City’s website](https://www.nedlands.wa.gov.au/) and The Office of the Information Commissioner Western Australia website. The *FOI Act 1992* is available for download from the State Law Publisher website.