

Application for access to documents

(Under Freedom of Information Act 1992 (WA), s.12)

1. Applicant Details

Surname _____

Given name(s) _____

Organisation (if applicable) _____

Australian postal address _____

Suburb _____ State _____ Postcode _____

Phone _____

Email _____

If applying on behalf of someone else:

Other person's name _____

Relationship to applicant _____

Note: if your request is on behalf of someone else or a company, you must provide written authorisation from the other party stating that they authorise you to act on their behalf in respect to this application.

2. Request details

- Personal application - Application for documents about yourself or amendment to your personal information. No application fee is required, however identification must be provided (eg copy of our driver's licence or passport). Proof of identification can be emailed to foi@swan.wa.gov.au.
- Non-personal application - Application for documents that are not about yourself. Requires a \$30 application fee. Additional charges may apply.

Document details

Please provide as much information as possible to help us identify relevant documents (eg location / address, subject matter, animal name, date range). Although not mandatory, it is helpful if you are able to give some background as to the reason/s you are seeking access to documents. Attach an additional page if necessary.

Document details continued...

- I consent to draft documents being excluded from the scope of my request

Date range

Start date _____

End date _____

3. Form of access

- Electronic copy (email is the City's preferred form of access where applicable)
- Physical hard copy (charges will apply)
- Inspection of documents - note that this may be mandatory in some cases (eg building plans, or documents restricted under Copyright)

4. Personal and commercial information of third parties

You do not have to provide consent for the following points. However, if you agree to removal of certain information, this means that the City may not need to consult with third parties. As a result, your application may be dealt with quicker and incur lower charges.

- I consent to the deletion of all "personal information" and "prescribed details" of third parties from the requested document/s. This includes names, addresses, telephone numbers, email addresses and signatures, or any information that may identify a person. Note that not ticking this box does not automatically result in your receiving a third party's information.
- I consent to the deletion of all "commercial and/or business information" of third parties from the requested document/s. Consultation may still be required in order to identify commercial and/or business information within a document.
- I consent to my name being disclosed to any third party that is consulted (under sections 32 and 33 of the FOI Act) and who requests to know the identity of the applicant of this application.

5. Payment method

Only applicable to applications for non-personal information.

- Payment by credit card (the FOI Specialist will contact you to assist with payment). Please note that a surcharge applies to all credit card payments
- Cheque / money order (to the value of \$30, and made payable to the City of Swan)
- Cash or EFTPOS (payable at Council offices, 2 Midland Square, Midland)

6. Further fees and charges

- 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 in advance should the charges be expected to exceed \$25.

7. Authorisation

I declare that all information provided in this application and in documents submitted is true and correct.

Signature _____ Date _____
Signature not required if completing form electronically and submitting via email

8. Lodgement options

Online	By email
City of Swan - Freedom of information	foi@swan.wa.gov.au
By post	In person
PO Box 196 Midland DC WA 6936	2 Midland Square Midland

9. Additional information

You may be required to prove your identity.

Your application is not valid until a scope has been agreed upon by yourself and the City, and the application fee has been received by the City.

Your application will be dealt with as soon as practicable, and within the time specified in the FOI Act (45 days after it is lodged).

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 this application. This does not extend to the application fee.

The Freedom of Information Act 1992 is available for download from the Parliamentary Counsel's website https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a290.html.

General information is available on the Office of the Information Commissioner's website <https://www.oic.wa.gov.au/en-au/>

For further information about making an application with the City of Swan, please contact foi@swan.wa.gov.au