



---

## 2. Details of Request

Please indicate whether the documents you are requesting access to are:

- Non-Personal (incurs \$30 application fee, and additional charges may apply)
- Personal documents (incurs no fee and will contain information pertinent to applicant *only*)

**Note:** Personal information is information about you, e.g. family details, details of employment, material in personal records, medical reports etc.

### I wish to apply for access to documents concerning:

Please provide as much information as possible to help us identify the documents you are requesting, i.e. location / address, subject matter, date(s). 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.

Please indicate a date range for the documents, if possible.

Start date  
(DDMMYYYY)

--	--	--	--	--	--	--	--	--	--

End date  
(DDMMYYYY)

--	--	--	--	--	--	--	--	--	--

---

## 3. Form of Access

Please indicate form of access required.

- Electronic (the City's preferred form of access, where applicable)
- Inspection (in person at Council House)
- Hardcopy (additional fees may be applicable)

---

## 4. Consultation

Please indicate consent to consult with third parties and/or to delete third party information where applicable.

- I consent to all "Personal Information" and / or "Commercial Information" of third parties and City of Perth staff being edited from the requested document/s

**Please note:** Choosing without consent may result in increased processing fees and time frames. Upon consultation with third parties, this information may be edited under the relevant exemptions.

- I consent to external third parties being provided my name as the applicant requesting the information

---

## 5. Payment Details

Please indicate your preferred payment method:

- Cash (payable at the Customer Service Centre, Ground Floor, Council House)
- Cheque (made payable to the City of Perth)
- Money Order (made payable to the City of Perth)
- Credit Card (Visa, Mastercard or Amex)

### Credit Card payment:

**For security reasons the City of Perth cannot accept written credit card details. The City of Perth will issue an invoice with a link to pay via credit card.**

---

## 6. Customer Authorisation

- By ticking this box, I confirm I understand that this form authorises the City of Perth to reproduce any documents associated with this application for internal purposes only.
- By ticking this box, I confirm 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 an estimate of charges, if appropriate.
- By ticking this box, I confirm the information I have provided in this form is accurate. (A signature is not required on forms lodged electronically and submissions will be treated in accordance with the *Electronic Transactions Act 2011 (WA)*.)

**Response Time:** Initial response within 7 days of receipt of application.

Signature \_\_\_\_\_ Date 

--	--	--	--	--	--	--	--

  
(for hardcopy submission only) (DDMMYYYY)

---

## 7. Further Information

For advice and further information regarding FOI and the types of documents held by the City, refer to the City's website [www.perth.wa.gov.au](http://www.perth.wa.gov.au) and Information Statement.

For general information and advice regarding FOI, the Office of the Information Commissioner can be contacted on (08) 6551 7888, at [www.oic.wa.gov.au](http://www.oic.wa.gov.au)

This form is available in alternative languages and formats on request