



Under the Freedom of Information Act 1992. S.12. a \$30.00 application fee must accompany this form

APPLICANT DETAILS

Surname:		Given Names:	
If Application is on behalf of an Organisation:			
Organisation Name:		Agent Name:	
Australian Postal Address:			
Postcode:		Telephone:	
Email:		Mobile:	

REQUEST DETAILS

Please tick to indicate whether documents are:

Personal (incurs no fees and will contain information pertinent to the applicant only)	<input type="checkbox"/>
Non-Personal (incurs \$30 application fee and additional charges may apply)	<input type="checkbox"/>

I am applying for access to document/s concerning:
(Please provide as much information as possible to identify the documents e.g. location/address, subject matter, date range)

If possible, please indicate a date range for the documents:

Start Date		End Date	
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PERSONAL INFORMATION OF THIRD PARTIES

Please tick to indicate your consent:

I consent to the deletion of all "Personal Information" and or "Commercial Information" of third parties from the requested document	<input type="checkbox"/>
I consent to all "Prescribed Details" of City officers being deleted from the requested document	<input type="checkbox"/>
I consent to third parties being given my name as the applicant requesting the information	<input type="checkbox"/>

Note: Deleting all personal information and/or prescribed details e.g. names, positions titles, addresses, telephone numbers, email addresses and signatures, means that the City may not need to consult with those third parties. As a result, your application may be dealt with quicker and incur lower charges.

Consultation with third parties may still be necessary in relation to any commercial / business information contained in documents.

FORM OF ACCESS

Please tick to indicate the form of access required:

Electronic Copy (Email is the City's preferred form of access where applicable)	<input type="checkbox"/>
Physical Hard Copy (charges will apply)	<input type="checkbox"/>
Inspection of the document/s	<input type="checkbox"/>

PAYMENT METHOD			
An application fee of \$30.00 is required for non-personal applications			
Please tick to indicate your method of payment:			
Cheque (please make payable to the City of Mandurah)			
Credit card (Visa, Mastercard or Amex)			
<p>Note: For security reasons, the City of Mandurah cannot accept written credit card details. Therefore, please provide the name as displayed on your credit card, and sign below to authorise the City of Mandurah to debit that credit card. The City of Mandurah will contact you to obtain your credit card number.</p>			
NAME ON CARD:			
SIGNATURE		DATE	
<p>ADDITIONAL INFORMATION</p> <p>You may be required to prove your identity.</p> <p>Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received subject to confirmation that the applicant wishes to proceed with the estimated charges.</p> <p>Further information can be obtained from the City's Freedom of Information Coordinator on (08) 9550 3777, or e-mail foi@mandurah.wa.gov.au</p> <p>For general information and advice on FOI you can also contact the Office of the Information Commissioner on (08) 9220 7888, or see their web site at www.foi.wa.gov.au</p> <p>Please note: if you are lodging an application on behalf of another person, you must provide authorisation in the form of a letter signed and dated by that person.</p>			
<p>Privacy</p> <p>The personal information collected on this form will only be used by the City of Mandurah 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.</p> <p>Copyright</p> <p>I authorise the City of Mandurah to reproduce any attachments provided with this form for internal purposes only.</p>			
AUTHORISATION			
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 in advance should the charges exceed \$25			
SIGNATURE		DATE	