

# Freedom of Information

## Application for Access to Documents under the Freedom of Information Act 1992



Town of Cottesloe

### Applicant Details

Name:

Postal address:

Phone:

Email:

### Details of Request

Type of request:  Personal Documents  Non-personal Documents

Note: personal information is information about you, for example, family details, details of employment, material in personal records etc.

Documents requested (if necessary, please provide further information on an additional page):

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

Form of access:  Inspection  Hard copy  Electronic copy

An application fee of \$30.00 is required for non-personal applications. The application is considered as officially lodged when the application fee has been paid and both parties agree on a manageable scope.

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.

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