



# Application for access to Council documents

## S12 Local Government Act and Freedom of Information Act

Expiry Date: 30 June 2010

### About this form

**Important Information:** please read carefully before completing your application

1. Council will provide access to all documents it holds except where there is a legal requirement exempting Council from releasing the document or where releasing the document would not be in the public interest.
2. Council will not release the name, address or other personal information of members of the community who report, in good faith, information to Council relating to actions of others who may have acted contrary to laws and regulations.
3. Applications for access to documents will be assessed in accordance with the relevant legislative requirements and procedures in Council's Procedures Database.
4. Copying shall be either at Council at a charge or by private facility as approved by the Council. In the case of private facility the responsible officer shall make the necessary arrangements to have the documents delivered and collected from that facility. Copy charges shall be paid by the applicant direct to the private facility.

### Fees and charges

1. There is no application fee for applications under the Local Government Act however either payment of the adopted fee for Council publications or photocopying charges for other documents may apply.
2. There is a \$30.00 application fee for applications under the Freedom of Information Act. A 50% reduction in fees may be granted (subject to conditions) for applicants claiming financial hardship or public interest reasons when submitting an application.
3. A processing charge of \$30.00 per hour for applications under the Freedom of Information Act may also apply if the documents requested do not relate to the applicants personal affairs. A 50% reduction in processing fees may be granted (subject to conditions) for applicants claiming financial hardship or public interest reasons when submitting an application.

## Application details

- I apply for access to Council documents under the Local Government Act  (no application fee)
- I apply for access to council documents under the Freedom of Information Act  (\$30.00 application fee)

**Note:** Council encourages applications for access to documents to be made, in the first instance, under the Local Government Act. This is in accordance with the recommendations of the Department of Local Government.

## Applicant's details

### Your name, address and contact details

Title: Mr  Mrs  Miss  Ms  Other:

Family name (or company): .....

Given name(s): .....

Address: .....

Telephone (B) (...) ..... Fax (...) .....

Telephone (H) (...) ..... Mobile: .....

E-mail .....

Contact person (if a company): .....

# ▼ Documents requested

## Details of documents requested

I apply for access to the following documents:

.....  
 .....  
 .....

## If you are applying for access to property information, please provide full address and DA number, CC number etc if known.

The documents relate to my personal affairs    Yes     No

If property information:

I am the owner of the property                      Yes     No     N/A

I act for the owner of the property                      Yes     No     N/A

Form of access applied for                              Inspection     Copy

# ▼ Signature

## 1. Your Declaration

1. I agree to pay all required fees in accordance with Council’s adopted fees and charges.
2. I declare that all the information given is true and correct.
3. I understand that I must seek the Copyright Owner’s consent in order to use any part of a copyright document for any other purpose.

Signature: ..... Date: .....

# ▼ How to lodge this application

**Address the application to:** The General Manager  
Woollahra Municipal Council

**You can send it to us by any of the following methods:**

- Post:** PO Box 61  
Double Bay 1360
- DX:** DX 3607 Double Bay
- Courier or personal delivery:** Council Chambers  
536 New South Head Rd  
Double Bay NSW 2028

**Contact us by phone, fax or electronically**

- Phone:** (02) 9391 7000
- Fax:** (02) 9391 7044
- E-mail:** records@woollahra.nsw.gov.au
- Web:** www.woollahra.nsw.gov.au

## Payment methods

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque or Money Order (make payable to Woollahra Council) or by credit card – American Express, Bankcard, Diners Club, MasterCard or Visa.  
Credit Card payment will incur a processing fee.

# ▼ Privacy notification

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your application. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

<p><b>To be completed by Council’s Cashier or Customer Service Officer.</b>  <b>GST may be applicable.</b>  <i>Retain your receipt as proof of lodgement of the application.</i></p> <p>⊗ Receiving Officer: ..... Date: .....</p> <p>⊗ Cashier: ..... Date: .....</p>	<b>OFFICE USE ONLY</b>		
	Fee Description	Fee Amt	Receipt Code
	Freedom of Information Act Application Fee	\$30.00	T17
	Total:		

