



# Application for access to Council information

## Government Information (Public Access) Act 2009

Expiry Date: 30 June 2012

### About this form

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

1. This form is to be used for access to information held by Council.
2. Council will provide access to information it holds except where there is a legal requirement exempting Council from releasing the document or where there is an overriding public interest against disclosure of the information.
3. Council will not disclose 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.
4. Applications for access to information will be assessed in accordance with the relevant legislative requirements and procedures in Council's Procedures Database.
5. Copying shall be either at Council at a charge or by private facility as approved by the Council. In the case of the private facility the responsible Council officer shall make the necessary arrangements to have the documents delivered to 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 informal requests for information under the Government Information (Public Access) Act 2009. Fees may apply for Council publications or for photocopying information.
2. There is a \$30.00 application fee for formal applications under the Government Information (Public Access) Act.
3. A processing charge of \$30.00 per hour for formal applications under the Government Information (Public Access) Act 2009 will also apply if the information requested does not relate to the applicants personal affairs. A 50% reduction in processing fees may be granted for applicants claiming financial hardship or special public benefit reasons when submitting an application.

## Application details

I am submitting an **informal request** for access to Council information  (no application fee)

I am submitting a **formal application** for access to Council information  (\$30.00 application fee)

**Note:** Council encourages applications for access to information to be made, in the first instance, under the informal request provisions of the Government Information (Public Access) Act 2009.

## Applicant's details

### Your name, address and contact details

Title: Mr  Mrs  Miss  Ms  Other: .....

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

Given name(s): .....

Postal Address: .....Postcode .....

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

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

E-mail .....

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

# Information requested

**Details of information requested**

I apply for access to the following information:

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

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

If the information sought relates to a property please provide the address:

.....  
 The information relates to my personal affairs Yes  No   
 I am the owner of the property Yes  No   
 I act for the owner of the property Yes  No   
 Form of access applied for Inspection  Copy

# Signature

**1. Your Declaration**

- I agree to pay all required fees in accordance with Council’s adopted fees and charges.
- I declare that all the information given on this application form is true and correct.
- 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: .....

Print Name: .....

# 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 are unable to 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
Government Information (Public Access) Act Application Fee	\$30.00	T17	

