



Application for access to Council information

Government Information (Public Access) Act 2009

Expiry Date: 30 June 2020

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 No's 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

Proof of authorisation to act for the owner of the property is required before Council will permit access to any information that is not "Open Access" information under the Government Information (Public Access) Act 2009.

Proof of authorisation can be written authorisation attached to this application or completion of the following Owner's Consent declaration.

Owner's Consent

As the owner(s) of the above property, I/we give consent to this application.

.....
Owner's name Signature Date

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 on this application form 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:

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:

Email: records@woollahra.nsw.gov.au

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>To be completed by Council's Cashier or Customer Service Officer. GST may be applicable. <i>Retain your receipt as proof of lodgement of the application.</i></p> <p>⊗ Receiving Officer: Date:</p> <p>⊗ Cashier:..... Date:</p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">OFFICE USE ONLY</div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;">Fee Description</th> <th style="width: 20%;">Fee Amt</th> <th style="width: 30%;">Receipt Code</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Government Information (Public Access) Act Application Fee</td> <td style="text-align: center;">\$30.00</td> <td style="text-align: center;">T17</td> <td></td> </tr> </tbody> </table>	Fee Description	Fee Amt	Receipt Code		Government Information (Public Access) Act Application Fee	\$30.00	T17	
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