



# Application for Release of Impounded Article(s)

Under Section 23 Impounding Act 1993 (Not Dogs)

Expiry Date: 30 June 2019

## About this Form

Use this form to apply for the Release of Impounded Articles, excluding the release of dogs

## Lodgement & fees

Please follow the instruction on page 2

## Any questions?

Phone Customer Services on (02) 9391 7000, or call in personally (See page 2)

## ▼ Description of impounded article(s)

### 1. Description of impounded article(s)

*You must provide a detailed description of each article you are claiming.*

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## ▼ Applicant details

### 2. Owner

*If the owner is a company, the ACN number and company seal must be provided. All owners must give consent.*

Title:  Mr  Mrs  Miss  Ms  Other:.....  
Family name (or company):.....  
ACN No.(if applicable):.....  
Postal address: ..... Post Code:.....  
Phone (1) (....) ..... Fax (....) .....  
Phone (2) (....) ..... E-mail:.....

### 3. Owner(s) Agent

*If the owner is a company, then the company must nominate an agent to collect the article(s)*

Title:  Mr  Mrs  Miss  Ms  Other: .....  
Family name (or company):.....  
Licence number:.....  
Postal address: ..... Post Code:.....  
Phone (1) (....) ..... Fax (....) .....  
Phone (2) (....) ..... E-mail:.....

## Signatures

### 4. Owner declaration

I the person/corporation whose details appear above, of the above address in the state of New South Wales do solemnly and sincerely declare that I am the owner of those articles as detailed by myself in the "Description of Impounded Article(s)" above.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provision of the "Oaths Act of 1900-1953".

Subscribed and declared before me:

Justice of the Peace: ..... Date: .....

Owner's signature(s): ..... Date: .....

### 5. Owner(s) agent declaration

I, as the declared Owner of those articles detailed by myself in the "Description of Impounded Article(s)" above and whose signature appears below nominate the above person identified on page 1 as my agent for the purpose of my application (Agent must sign below.)

Agent's signature: ..... Date: .....

Owner's signature(s): ..... Date: .....

## Questions you must answer

### 6. Questions you must answer

*Tick appropriate answer, provide required additional information with application*

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Have you completed and signed the form in full?<br><i>If No please complete the form in full</i>                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If the owner is a company have you nominated your agent?<br><i>If No you must nominate an agent</i>              | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you attached payment for Impounding Fees and Charges?<br><i>If No the required fee is shown below</i>       | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you paid all fines or penalties?<br><i>If No Council will not release any item until all fines are paid</i> | <input type="checkbox"/> | <input type="checkbox"/> |

## 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 Road  
Double Bay NSW 2028

### How to contact us by phone, fax or electronically

**Phone:** (02) 9391 7000

**Fax:** (02) 9391 7044

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Who to contact:** The Ranger handling your application in the Compliance section.

### Fees

Fees are calculated based on the size and type of impounded article. The fees and charges adopted by Council in our Delivery Program & Operational Plan is shown in the schedule on page 3.

### Payment methods

In Person

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

By Mail

For credit card payments, please complete the attached "Credit Card Payment" form.

For cheque payments, please make payable to Woollahra Council.

### Acknowledgement

You will receive a receipt specifying the amount of fees paid.

### Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

**Bus or Rail:** Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

**Parking:** Short term customer parking spaces are available on site. On street parking in nearby streets is also available.

## ▼ Privacy notification

The personal details requested on this form are required under *Section 23 Impounding Act 1993* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. 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.

<b>Office Use Only</b>							
<b>Fees</b>	<b>Charges</b>	<b>No. of Items</b>	<b>Account Code</b>	<b>Amount</b>	<b>Receipt No.</b>	<b>Date</b>	
	<b>Impounding Charges:</b>						
	Shopping Trolley \$77.50/item		241				
	Signs \$77.50/item		241				
	Vehicles & Waste Storage Containers \$290/item		241				
	Articles, Miscellaneous – Small \$77.50/item		241				
	Articles, Miscellaneous – Large \$290/item		241				
	<b>Pound Storage Charges:</b>						
		<b>No. of Days</b>	<b>Account Code</b>	<b>Amount</b>	<b>Receipt No.</b>	<b>Date</b>	
	Shopping Trolley \$18.00/item/day		241				
	Sign \$18.00/item/day		241				
	Vehicles and Waste Storage Containers – pound cost + GST		241				
	Small Article \$18.00/item/day		241				
	Large Article \$44.00/item/day		241				

### Customer Service Officer's checklist

*This section of the form will be completed by Council's Customer Service Officers.*

Satisfactory

Unsatisfactory

- Description of Article(s) is clear
- Owners and JP have completed Declaration
- Company has nominated Agent
- All Questions answered Yes
- Fees paid
- Applicant advised of Unsatisfactory items and that application should not be lodged until these minimum requirements have been satisfied

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**Ranger's assessment**

	<b>Yes</b>	<b>No</b>
1. Are you satisfied that the Applicant is the Owner of the claimed articles?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the correct Fee(s) been paid?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have all outstanding Fines been paid?	<input type="checkbox"/>	<input type="checkbox"/>

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**Ranger's comments**

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**Ranger's recommendation**

- That this application be:
- Approved and the article(s) released to the Owner or Agent
  - Refused for the above reason(s), that the article(s) be listed for sale by tender
  - Deferred until the Applicant provides proof of ownership
  - Deferred until the Applicant pays outstanding Fees or Fines

**Release details**

*in accordance with the Impounding Act 1993*

I, the undersigned, being the Owner/Owner's Agent of the article(s) listed in this application, acknowledge receipt of such article (s) released to me in accordance with my previous declaration.

Owner or Agent's signature: .....

Release date: .....

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