

Release of Impounded Article(s)

Under Section 23 Impounding Act 1993 (Not including dogs)

Effective from July 2025 to June 2026

About this form

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

Please call our Customer Service Centre on (02) 9391 7000 for any assistance.

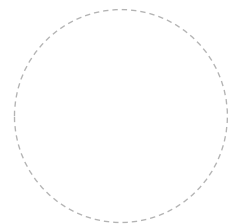
Description of impounded article(s)

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

Applicant's details

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

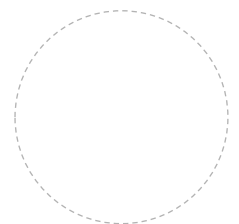
Title:	
Full name: (or Company)	
Address:	
Phone:	
Email:	



Affix Common Seal

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

Title:	
Full name: (or Company)	
Address:	
Phone:	
Email:	



Affix Common Seal

Declaration and signature

Owner's 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

Signature of owner

Date

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

Date

Questions you must answer

Tick appropriate answer, provide required additional information with application

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

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.

Privacy and conditions of use

For more information about Privacy & Personal Information Policy: www.woollahra.nsw.gov.au/privacy.

Lodgement details

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

Mail to: Woollahra Municipal Council
PO Box 61 Double Bay 1360

In person: Council Chambers
536 New South Head Road
Double Bay NSW 2028

Email: records@woollahra.nsw.gov.au

Telephone: (02) 9391 7000

Website: www.woollahra.nsw.gov.au

Payment methods:

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

OFFICE USE ONLY				
Charges	No of items	Account code	Amount	Receipt no
Impounding charges				
Shopping Trolley \$94.00/item		T241		
Signs \$94.00/		T241		
Vehicles & Waste Storage Containers \$350/item		T241		
Articles, Miscellaneous – Small \$94.00/item		T241		
Articles, Miscellaneous – Large \$350/item		T241		
Pound storage charges				
Shopping Trolley \$26.00/item/day		T241		
Sign \$26.00/item/day		T241		
Vehicles and Waste Storage Containers – pound cost +GST		T241		
Small Article \$26.00/item/day		T241		
Large Article \$58.00/item/day		T241		
TOTAL Payment		T241	\$	
Cashier:			Date:	

Customer Service 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 |

Ranger's assessment

- | | |
|---|--|
| 1. Are you satisfied that the Applicant is the Owner of the claimed articles? | ☐ Yes ☐ No |
| 2. Has the correct Fee(s) been paid? | ☐ Yes ☐ No |
| 3. Have all outstanding Fines been paid? | ☐ Yes ☐ No |

Ranger's comments:

Ranger's recommendation

It is recommended that the application should 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



Payment Form

Payment methods

Payment in person at Council's Customer Service Centre can be made in cash, EFTPOS, cheque or money order or credit card (American Express, MasterCard and Visa).

Payment details

All credit card payments will incur a processing fee of 0.55%.

Separate cheques are required for integrated development fees to the relevant body. Cheques and money orders are payable to **Woollahra Council**.

Payments should be sent to Woollahra Council at: 536 New South Head Road DOUBLE BAY NSW 2028;
PO Box 61 DOUBLE BAY NSW 1360

Privacy notice

The personal information in this form is required under the Environmental Planning and Assessment Act 1979 and will only be used for processing of payments. If you do not provide the information, Council will not be able to process your payment and application. Payment information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

Payment particulars

Payment for:

Council reference:

Application address:

Credit card details

Card type:

☐ Visa☐ MasterCard☐ American Express

Card number:

Cardholder name:

Expiry date:

Total amount paid \$:

CVV:

Cardholder signature:

Contact number

OFFICE USE ONLY

Cashier's name:

Cashier's signature:

Payment processed: Yes ☐

No ☐

Date: