



# Access to Council Information

Government Information  
(Public Access) Act 2009

Expiry date: 30 June 2025

## About this form

1. This form is to be used for access to information held by Council under the provisions of the Government Information (Public Access) Act 2009.
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. File retrieval fees for all files dated pre 2010 apply in accordance with Council's adopted fees and charges. File retrieval fees are to be paid prior to the files being retrieved.
6. Information compilation and/or copy charges apply in accordance with Council's adopted fees and charges. Please note all files pre-2010 require a file retrieval fee to be paid, prior to file retrieval.
7. Further information in relation access to information is available on Council's website at [www.woollahra.nsw.gov.au/council/access\\_to\\_council\\_information](http://www.woollahra.nsw.gov.au/council/access_to_council_information).

## Type of application request

I am submitting an **informal application** for access to Council information

(no application fee)

I am submitting a **formal application** for access to Council information

(\$30.00 application fee)  
plus processing fees (as applicable)

*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. If the information you seek access is not available via an informal application, staff will contact you.*

## Applicant details (Note: All correspondence will be directed to the applicant)

Title:

Full name:

Company name:  
(if applicable)

Address:

Phone:

Email address:

*If you submit your form by email or post, preliminary assessment of your application may take up to ten business days once all required information has been provided. You will be contacted by a Council officer for payment (if required)*

## Information requested

*(Applying for access to property information, please provide full address and DA, BA and CC No's if known)*

Detail the information you seek access to (providing as many details as possible). Please note if you do not provide sufficient detail, there may be delays in processing your application.

If your application relates to a Development Application/Building Application/Construction Certificate, please identify the information you are seeking access to.

**DA/BA/CC Number  
(if known):**

**Approx. Date Range  
(if known):**

Assessment Report

Development Application and/or Plans

Occupation Certificate

Consent

Construction Certificate and/or Plans

Notices/Orders

Reports  
(e.g. Heritage/Landscaping/SEE/Geotechnical)

Submissions

Other (please specify below):

## Form of access requested

View/inspect the information

**Please note electronic compilation fees and/or scanning/photocopy fees may apply**

## Proof of identity / owner's consent

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:

Are you seeking access to personal information?

Yes:  No:

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. \*\*When seeking access to personal information, an applicant must provide proof of identity in the form of a certified copy of any one of the following documents.

Australian driver's licence (with photograph, signature, and current address)

Other proof of signature and current address detail

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:**

**Owner's consent:**

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

**Owner's name:**

**Signature:**

**Date:**

**Declaration and signature**

I,

declare that:

- 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.

**Applicant's signature**

**Date**

**Privacy**

For more information about Privacy & Personal Information Policy: [www.woollahra.nsw.gov.au/privacy](http://www.woollahra.nsw.gov.au/privacy).

**Lodgement details**

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

**Telephone:** (02) 9391 7000

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

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**

**Government Information (Public Access) Act Application Fee (17)**

**CSO name:**

**Fee: \$**

**Date:**