



Civic Centre, Elizabeth Street, Moss Vale
PO Box 141, MOSS VALE NSW 2577

Telephone: (02) 4868 0888
DX 4961 BOWRAL
Email: wscmail@wsc.nsw.gov.au

Facsimile: (02) 4869 1203
ABN 49 546 344 354
www.wsc.nsw.gov.au

FREEDOM OF INFORMATION APPLICATION

(Section 17 Freedom of Information Act 1989)

PERSONAL AND CONTACT DETAILS OF APPLICANT

Applicant Name: _____

Contact Person (if applicable): _____

Address: _____

Ph Home: _____ Ph Business: _____ Ph Mobile: _____

Email: _____ Proof of identify: _____

DETAILS OF REQUEST

Information/files(s)/document(s) to which access is sought: _____

Form of access requested (ie inspection, copies of document(s), other – please specify): _____

Do these documents contain information about your personal affairs? Yes No

Applications not involving your personal affairs and requiring more than ½ an hour research time will involve processing charges of \$30 per hour.

Additional information which would assist Council in identifying the document(s) and determining the application, if any:

Notes

- An advance deposit may be required in accordance with Sections 21 and 22 of the FOI Act 1989, if Council's costs are likely to exceed the application fee.
- A 50% reduction in fees applies for eligible pensioners and non-profit organisations under financial hardship.
- Please note that the processing time for inquiries is approximately three (3) weeks.

Privacy Statement

Any personal information provided by you on this form will be used by Council or its agents to process this application. The provision of this information is voluntary however if you do not provide the information Council may be unable to process your application. Once collected by Council the information can be accessed by you and may also be available to third parties including other members of the public.

Fee

Application Fee payable: \$30 Date Paid: _____ Receipt No: _____

Applicants Declaration

1. I acknowledge that there is a charge to provide copies of plans that I request and that copyright still exists on each document.
2. 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.
3. I undertake that I will not remove, alter, deface or destroy any items contained within files to which I have been granted access under this request.
4. I have read and understood the attached Pre-Collection Privacy Notification Form.

Signature of Applicant

Date