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APPLICATION FOR ACCESS TO INFORMATION

(Under Section 12 of the Local Government Act 19889)

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

Could you please advise why you would like to look at this information as this will assist in identifying the information you require. Council is obliged to consider Public Interest when determining the release/non-release of documents). The information provided by you will assist council in fulfilling its obligation. Applicants need to provide sufficient information to enable the correct document/s to be identified.

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.

Applicants Declaration

1. I acknowledge that there is a charge to provide copies of documents 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

SECTION 12 FEES

Document copying fee	A4 size	\$ 0.50 per copy	<input type="checkbox"/>	Cashier <input type="checkbox"/>
	A3 size	\$ 1.00 per copy	<input type="checkbox"/>	Cashier <input type="checkbox"/>
Copy of Building Plans		\$50.00	<input type="checkbox"/>	
		TOTAL \$	_____	

NOTE: 1% Merchant's fee applies to Mastercard and Visa. AMEX and Diners NOT ACCEPTED.

PROPERTY DESCRIPTION

Property Identification No: _____

Lot No: _____ Sec _____ Deposited Plan: _____

Lot No: _____ Sec _____ Deposited Plan: _____

House No/Property Name: _____

Street: _____

Town/Village: _____

Property Owners Name: _____

Office use only

Date received: _____ Receipt No: _____ Application No: _____

Copy place on subject: Copy place on S12(6) Access File 201/2.2

Customer Service Officer _____
