





Formal Application to Access

Government Information (Public Access) Act 2009

LODGEMENT OF APPLICATION: You can lodge for your application via:

customerservice@huntershill.nsw.gov.au

 **Email:** A tax invoice will be sent via email for payment when your application has been accepted by Council. Payment **MUST** be made within three (3) working days of receipt of invoice and can be paid using credit card. Credit card payment details outlined on tax invoice.

 **Council:** Hunters Hill Council, 22 Alexandra Street, Hunters Hill.

8.30am - 4.30pm, Monday – Friday.

Payment by CASH, CHEQUE OR CARD

 **Mail:** Hunters Hill Council, PO Box 21 Hunters Hill NSW 2110.

Payment by CHEQUE ONLY

Please note: Your application will **NOT** be processed until **FULL** payment has been received. If paying by CREDIT CARD, an additional 0.53% processing fee will apply

OFFICE USE ONLY: Customer Service Officer

CSO Name:	CSO Signature:	Date:
Fee Paid:	Receipt No:	Event No:

Applicant details

Title:		Surname:		First Name:	
Company Name:					
Street Address:					
	Suburb:		Postcode:		
Postal Address:					
	Suburb:		Postcode:		
Contact Number:					
Email Address:					

These questions are optional and the information will only be used for the purposes of providing better service.

Place of Birth:		
Main language spoken:		
Aboriginal or Torres Strait Islander:	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Do you have any special needs or assistance with this application?	
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Proof of Identity (Only required when an applicant is requesting information on their own behalf)

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 Drivers License	<input type="checkbox"/>
Current Australian Passport	<input type="checkbox"/>
Other proof of signature and current address details	<input type="checkbox"/>

Government Information

Please describe the information you would like access to, in enough detail to allow us to identify it. If you do not give enough details about the information, the agency may refuse to process your application.

Are you seeking personal information	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Form of Access

How do you wish to access the information?

Inspect the documents	<input type="checkbox"/>
Other, please specify	<input type="checkbox"/>

Disclosure Log

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the Council's 'Disclosure Log'. This is published on the Council's website.

Do you object to this?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Fees and Charges – Please retain your receipt as proof of lodgment of the application

See Council's [Fees & Charges](#)

NOTE: Submission and/or payment of this application does not guarantee approval. An approved permit must be obtained prior to any pruning/removal of trees and vegetation.

Application Fee

I have provided payment via

CASH

CARD

CHEQUE

Discount in Processing Charges

You may be asked to pay a charge for processing. Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

Financial Hardship – please attached supporting documentation (e.g. A pension or concession card).

AND/OR

Special benefit to the public – please specify why below

Document Inspection Details
Only inspect at: Council Chambers, 22 Alexandra Street, Hunters Hill
Monday to Friday 9am-3pm