

Fees and Charges

A fee of \$30 applies to applications for formal access under the GIPA Act and must accompany the application. Additional processing fees may apply, based on the complexity of the request and time required for research and retrieval. A Council officer will contact you if the application is likely to result in additional processing fees.

Processing time

Council is required to determine your application within twenty business days. This period will be extended by ten business days if Council is required to undertake consultation with any third parties.

Privacy Statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress the application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about privacy, contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, email Council at council@innerwest.nsw.gov.au or write to P.O. Box 14, Petersham, NSW 2049.

Applicant's Signature

Applicant's Name		Strata stamp or company seal (if applicable):	
Applicant's Signature:			
Date	____/____/20__		

How to Lodge

Lodging an application requires a completed application form.

The application will be checked at lodgement to ensure the required information is provided.

Lodge by Email: council@innerwest.nsw.gov.au

Lodge in person: at any of Inner West Council's Customer Service Centres:

Ashfield - 260 Liverpool Road, Ashfield: opening hours are Monday - Friday, 8:30am-5:00pm

Leichhardt - 7-15 Wetherill St, Leichhardt: cashier hours: 8:30am-4:30pm

Petersham - 2-14 Fisher St, Petersham: cashier hours: 8:30am-4:30pm

Lodge by mail: Inner West Council, PO Box 14, PETERSHAM NSW 2049

Fees & Charges: can be found on the Council web site www.innerwest.nsw.gov.au/feesandcharges

Cheques are to be made payable to: Inner West Council

Office use only	Payment amount:	\$ 30.00
Receipt date:	____/____/20__	Receipt Number:
CSO:		ECM Number: