Ashfield Council

Request for Archive Search of Council Information

Applicant

Name: .....

Address: .....

.....

Phone: (H / W) .....

Email: .....

Details of Request:

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.....

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Do you require a copy of the document? ☐ YES ☐ NO

☐ A4 ☐ A3

☐ Black & White ☐ Colour

Plans greater than A3 ☐ YES ☐ NO

Do you require or prefer an appointment with Council's Archivist to search the Council

☐ YES ☐ NO

Please take your time to read the service details below before signing this form.

Signature..... **Date**.....

No charge is made to the applicant to search the records under the supervision of the Archivist. Note: This position is part-time and hours of availability will vary.
Fees for Archive search are per Ashfield Council Fees & Charges 20011/2012 – ***Archival Research Service per hour or part thereof $63.50 – Cashier's Code 208.***
Photocopying charges are per Ashfield Council Fees & Charges Schedule.
Payment details - Cheques to be posted to Ashfield Council PO Box 1145 Ashfield NSW 1800. Payment can also be made by Money Order from a Post Office or by Credit Card at the cashier at the Customer Service Centre, 260 Liverpool Road Ashfield between 8.30am to 4.00pm.
Please state on any payment that the fee relates to an Archive Search.
Note: ***No search will be undertaken until the initial application fee of $63.50 is received by Council. Applicants will be notified should the request be more than this amount.***

OFFICE USE – CASHIER CODE	AMOUNT PAID	DATE	RECEIPT NUMBER	SIGN
208				

RECORDS STAFF USE ONLY

Estimated research time: ……..… hours

Approve release of material ☐YES ☐NO

Reason for not approving

……

……

Supply of copies ……. Size ……..No

……. Size ……. No

……. Size ……. No

Total estimated cost $ …….

Applicant advised in writing of cost ☐ YES ☐ NO

Date ……/……/…….. Email / Letter / Fax / Other …….

Fees Received ☐ YES ☐ NO Date ……./……/……

Tel (02) 9716 1800 260 Liverpool Road Ashfield NSW 2131
Fax (02) 9716 1911 PO Box 1145 Ashfield NSW 1800

www.ashfield.nsw.gov.au