

GRIFFITH CITY COUNCIL



APPLICATION TO OBTAIN A COPY OF A DVD/PHOTO BY SUBPOENA

Subpoena Ref. No:

CCTV Ref. No:

NATURE OF APPLICATION

Indicate the type of application (tick all boxes that apply):

Obtain a copy of a DVD []

Obtain a copy of a Photo []

APPLICANT DETAILS

Name (Subpoena): Telephone No:

Address:

INCIDENT DETAIL

Date:/...../.....

Time:

Location: (Please describe the location as accurately as possible including the names of any nearby premises and streets)

.....
.....
.....
.....

Please detail the circumstances in which the incident occurred: (Please describe what took place and the individuals involved.)

.....
.....
.....

Please detail the category to which the incident relates: (i.e. assault, theft, malicious damage etc)

.....
.....

SIGNATURE

I have read the Conditions of Use overleaf and agree to abide by them in the event that the Griffith City Council releases to me a copy of a DVD/photo.

Applicant Signature:

Date:

GRIFFITH CITY COUNCIL USE ONLY

Application approved/rejected by:

(insert name of authorising Griffith City Council Responsible Officer)

Signature:

Date:

DVD/photo played/produced by:

(insert name of staff member who played/produced DVD/photo)

Signature:

Date:

DVD/Photo identification no:

DVD/photo received/viewed by:

(Insert name of person collecting/viewing DVD/photo)

Signature:

Date:

GRIFFITH CITY COUNCIL



CONDITIONS OF APPLICATION

1. As per the CCTV Code of Practice applications must be lodged with a valid Subpoena.
2. Applications received without a Subpoena will NOT be processed.
3. CCTV footage is kept for a maximum of 31 days before it is overwritten.
4. I hereby agree to pay the prescribed fee stated in Griffith City Council's Revenue Policy.

CONDITION OF USE

1. I acknowledge that any DVD/photo released to me is the property of the Griffith City Council.
2. I will not allow copies of any DVD/photo released to me to be reproduced except for court purposes.
3. I will not show or display any image or release it publicly without the prior written consent of the Griffith City Council.
4. I will keep the information released to me in a locked receptacle when not being utilised.
5. I will only use the released information for the purpose(s) stated on this application.
6. I will return the DVD/photo to Griffith City Council within 28 days of receipt, unless otherwise negotiated.

I have read the Conditions above and agree to abide by them in the event that Griffith City Council releases to me a copy of a DVD/photo.

Print name of Applicant:

Signature of Applicant: Date:

Completed applications for the supply of a DVD/photo can be lodged by:

Personal or Courier Delivery:

Customer Service Centre
Ground Floor
Griffith City Council Administration Building
1 Benerembah Street
GRIFFITH NSW 2680

Postal:

The General Manager
Griffith City Council
PO Box 485
GRIFFITH NSW 2680

Fax: 02 6962 7161

E-mail: admin@griffith.nsw.gov.au

Please mark the exact location of the incident on the attached map



GRIFFITH CITY
COUNCIL



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To the extent permitted by law, Griffith City Council explicitly rejects responsibility for any injury, loss or damage arising out of any inaccuracy, error or omission contained in the mapplan. The user of the mapplan agrees to use it only on this condition.
Users are invited to notify Griffith City Council of any apparent inaccuracies or discrepancies discovered by them.

GRIFFITH CBD CCTV CAMERAS AREA

