



APPLICATION TO VIEW/OBTAIN A COPY OF FOOTAGE AND/OR PHOTOGRAPH BY A PERSON NOT A MEMBER OF THE NSW POLICE

CCTV Ref No: **S17.6.2/01** _____ Date Received: _____

NATURE OF APPLICATION

View Footage and/or Photograph Obtain a copy of Footage and/or Photograph

APPLICANTS DETAILS

Name of Applicant: _____

Address: _____

Telephone: _____ Date of Application: _____

INCIDENT DETAILS

Date of Incident: _____ Time of Incident: _____

Subpoena is attached: Yes No

Location of Incident: _____

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

Details of Incident: _____

(Please describe what took place and the individuals involved)

Please detail the purpose for which the footage will be used: _____

(Please sign second page)

OFFICE USE ONLY

Application: Approved Rejected

Reason for Rejection: _____

By: _____ Signature: _____ Date: _____

Reviewed by: _____ Signature: _____ Date: _____

Disc Identification No: _____ Security Seal No: _____ Nil Find

Collected/Viewed by: _____ Signature: _____ Date: _____

Provided by (ISC): _____ Signature: _____ Date: _____

PRELIMINARY INFORMATION

1. The retention of, and access to data, photographs and recorded material will be only for the purposes provided by the Community Safety Camera Program Code of Practice. If the recorded data, photographs and material is not required for any court proceedings or by the Police, it will be destroyed after the period of 30 days has lapsed.
2. Where a person who is not a member of the NSW Police Service wishes to view/and or receive a copy of a Community Safety Camera Program material, will require a subpoena and application to be forwarded to the General Manager within 20 days of the date of incident.

CONDITIONS OF USE

1. I acknowledge that any footage and/or photograph released to me is the property of the Inverell Shire Council.
2. I will not allow copies of any footage and/or photograph/s 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 Inverell Shire Council.
4. I will keep the information released to be in a locked receptacle when not being utilised.
5. I will only use the released information for the purpose/s stated in this application.
6. I will return the footage and/or photograph/s to the Responsible Officer - Operational, Community Safety Camera Program Control Centre within 30 days of receipt, unless otherwise negotiated.
7. If it is necessary to use footage and/or photograph/s as evidence in a court of law, the original footage and/or photograph/s will be subpoenaed from the Inverell Shire Council.

CONDITIONS APPLYING TO ENTRY TO THE CONTROL CENTRE

Authorised visitors to the Community Safety Camera Program Control Centre are required to abide by the Community Safety Camera Program Code of Practice and Protocols. Accordingly, authorised visitors to the Control Centre will be required to:

1. Undertake to make the visit to the Control Centre as brief as possible;
2. At all times remain with the Responsible Officer – Operational supervising the visit;
3. Not touch or attempt to operate any equipment in the Control Centre;
4. Not touch or move any object in the Control Centre; and
5. Direct all inquiries regarding the Community Safety Camera Program to the Responsible Officer – Operational Supervising the visit.

SIGNATURE

I have read the Conditions of Use and the Conditions of Entry above and agree to abide by them in the event that the Inverell Shire Council releases to me a copy of footage and/or photograph/s or approves the viewing of footage and/or photograph/s.

Name: _____ Signature: _____ Date: _____