

**Notes**

- Applications may not be made for photographs
- Information can only be released to Council email addresses. Information will not be faxed
- Councils with DRIVES24 access should only use this Form to seek vessel information and must obtain vehicle information via their online DRIVES24 access

**1 Council & Authorised Officer Details**

Council name

Council address



Postcode

Authorised officer name

Authorised officer position title

Authorised officer staff number

Authorised officer phone number (work)

Authorised officer email (work)(Must be a ".gov.au" address)

Manager/supervisor name

Manager/supervisor's title

Manager/supervisor's phone number (work)

Manager/supervisor's email (work)

**2 Requested information**

State what information is requested

*(note that no photos can be released)*







State the relevant date or period your enquiry relates to

Do you require this information in the form of an Evidentiary Certificate under s 257 of the *Road Transport Act 2013 (NSW)*?

Yes  No

**3 Offence**

State the general nature of the offence




State the Act and Section under which Council is authorised to take action for this offence




State the section Act and section under which Council is authorised to take action for this offence




Council's file reference number

**4 Roads and Maritime Services customer details**

*Please provide as much information as possible so that we can identify the correct customer)*

Surname

Given names

Date of birth

day / month / year

Vehicle registration number

NSW Driver Licence number or customer number

Vehicle VIN or chassis or frame number

Vehicle/trailer registration number

Vessel hull number (HIN)

Vessel name

**5 Declaration & Undertaking**

**NOTE TO SOUTH AUSTRALIAN / WESTERN AUSTRALIAN COUNCILS:** due to the absence of local privacy legislation in SA and WA applications can only be accepted from SA and WA councils to enforce offences ie where scenario (a) applies below. Applications cannot be accepted for scenarios (b) or (c) below.

- I declare that the information requested in Part (2) above is reasonably required in respect of the following in connection with the offence(s) in Part (3) above: (tick (a) - (c) as relevant)
  - a)  To take legal enforcement action (eg issue a penalty notice, impounding action, cancel a permit or initiate court proceedings)
  - b)  To investigate an offence where there are reasonable grounds to suspect an offence has been committed
  - c)  For the protection of public revenue
- I declare that in respect of the offence(s) referred to in Part (3) above I am an authorised officer empowered by law to take the enforcement, investigation or revenue protection actions referred to in Part (5) above.
- I declare that I am authorised by the Council to make this application.
- I acknowledge that the information sought is Personal Information and confirm that it will be managed by the Council's privacy management policies.

Authorised Council officer's signature

Authorised officer name

Date

day	month	year
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**Legal Notice**

Section 18 of the *Privacy and Personal Information Protection Act 1998* ("PPIPA") limits the disclosure of personal information. Section 23(5) provides exemptions to s.18 if the disclosure is for any of the purposes listed in (a) to (c) in Part 5 above.

Additionally, s.19(2) prohibits trans-border disclosure to non-NSW councils unless either one of the exemptions in s.19(2) also apply or the exemption in s.23(7) applies. Section 19(2) (a) provides an exemption from the trans-border disclosure prohibition provided the recipient State or Territory has local privacy legislation in place. All Australian jurisdictions other than WA and SA have such legislation. Section 23(7) provides an exemption from the trans-border disclosure prohibition in s.19(2) which permits disclosure to SA and WA but only for law enforcement and not for investigations (ie only for scenario (a) listed in Part 5 above)

**Privacy statement**

Your personal information is being collected and may be used and disclosed in connection with this application including, but limited to, verifying your identity and authority. Providing this information is voluntary but the application cannot be processed without it. Your personal information will be held by Roads and Maritime Services and you can contact us at [www.rms.nsw.gov.au](http://www.rms.nsw.gov.au) to access and correct it.

**How to lodge this form**

**In Person:** any Service NSW Service Centre or RMS motor registry

**Email:** [customeradministrationunit@rms.nsw.gov.au](mailto:customeradministrationunit@rms.nsw.gov.au)

**Mail:** Send to:  
 Roads and Maritime Services  
 Certificates Unit  
 Locked Bag 14  
 Grafton NSW 2460

**Fee for vehicle information**

A fee is payable if the Council requires vehicle/trailer information. **No fee** is payable if only vessel information is required. Payment may be made by:

- Cheque to Roads and Maritime Services; or
- The credit card payment authority below.

Cash is not accepted. Please see the contact details below to enquire as to the current fee.

**Further Information**

Telephone 02 6640 2895 or email [customeradministrationunit@rms.nsw.gov.au](mailto:customeradministrationunit@rms.nsw.gov.au)



Transport  
Roads & Maritime  
Services

**Credit Card Payment Authority**

- AMERICAN EXPRESS    
  DINERS CLUB    
  MASTERCARD    
  VISA

Card number

Valid until

Card holder's name

Amount\*

My supply of Credit Card information is voluntary and I understand that my 'personal information' may be disclosed inside and outside NSW to Roads and Maritime Services Bank and my financial institution for the purpose of administration and processing Credit Card Payment.

Signature of card holder

\*The fee is only payable for vehicle/trailer information and not for vessel information (see above)