

Request to suppress personal information contained in Council's public registers

To the General Manager, Cessnock City Council

In reference to my personal information:

I, _____ of _____
Full name *Address*

request that my personal details be omitted or removed from Council's public registers.

The disclosure of my personal information would place or places my personal safety or that of members of my family at risk.

The following are particulars of the relevant risk:

[signature of applicant]

[date]

- Note:**
- 1 This request must be verified by statutory declaration by the person making the request or by another person. The form of statutory declaration on the back of this form may be used for this purpose.
 - 2 Resident electors who wish to have their address or other matter removed from the electoral roll must make an application to the Australian Electoral Commission or the State Electoral Office.

STATUTORY DECLARATION

I, _____ of _____,
Full name *Address*

do solemnly and sincerely declare as follows:

and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1900*.

Declared at: _____

.....on...../...../.....20.....
[signature of declarant] *[date]*

in the presence of an authorised witness, who states:

I, _____, a Solicitor/Justice of the Peace, certify the following matters
witness name *circle one*

concerning the making of this statutory declaration by the person who made it:

*[*please cross out any text that does not apply]*

1. *I saw the face of the person *OR* *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
2. *I have known the person for at least 12 months *OR* *I have not known the person for at least 12 months, but I have confirmed the person's identity using an identification document and the document I relied on was _____

[insert description of document, for example licence or passport]

.....on...../...../.....20.....
[signature of authorised witness] *[date]*

PRIVACY

Purpose: The information on the form is being collected for the purpose of omission or removal of your place of living from the public register in accordance with section 739 of the *Local Government Act 1993 (NSW)*.

Intended recipients: General Manager of Cessnock City Council

Supply: Voluntary

Consequence of non-provision: If you do not supply the information, your form will not be processed and your place of living cannot be removed from the register.

Storage and security: Your personal information will be kept in Council's Information Management System in accordance with the relevant legislation. Council's address is 62-78 Vincent Street, Cessnock NSW 2325.

Access: You may correct or update your information by contacting Council's Public Officer.

The Public Officer, Cessnock City Council, 62-78 Vincent Street, Cessnock, NSW 2325, or
PO Box 152, Cessnock, NSW 2325, or Phone: 02 4993 4100