

Public Authority Access Tape Request

Part 1 – Initial viewing request

Name of Public Authority		
Requestee Name and position		
Contact Address		
Contact Number		
Date and Time of Incident	Start	End
Location of Incident		
Nature of Incident		
Reason for request e.g.		
Initial investigations suggest existence of recorded evidence	Yes? (if yes – proceed to requestee signature)	No? (if no – proceed to next question)
Rational for request	Requestee must prove a rational for viewing given that it would appear from initial investigations that no recorded evidence exists (see appendix 1)	
Signature of requestee		Date
Authorisation: to be signed by the CEO of the Public Authority		
<i>I hereby authorise a preliminary viewing of the above tape/s for the purpose outlined above</i>		
Signed		Date
All persons present for viewing – including CCTV staff		
Tape reference no		
Name		
Name		
Name		
Outcome of viewing		
Tape of interest to requestee	Copy tape requested / No evidence disclosed (please delete as appropriate)	
Further action		
Signature of requestee		Date
Signature of CCTV operator		Date

Part 2 – Tape release request

Name of Public Authority			
Requestee name			
Contact Address			
Contact Number			
Tape Reference No			
Date and Time of Incident	Start	End	
Location of Incident			
Nature of Incident			
Reason for request e.g.			
Court Evidence gathering etc			
Signature of requestee		Date	
Authorisation: to be signed by the CEO of the Public Authority			
<i>I hereby authorise the release of the above mentioned tape/s covering the above mentioned period/s</i>			
Signed		Date	
<i>Tape out</i>			
Serial number			
<i>I acknowledge receipt of the videotape as detailed above. I understand that I am responsible for the safekeeping of this tape and agree that the tape or images thereon will not be used for any reason other than that specified above. I further undertake not to make any copies of the images for whatever reason and to return the tape when it is no longer required for the reason stated.</i>			
Signature of requestee		Date	
<i>Tape return</i>			
<i>I acknowledge receipt of the videotape</i>			
Serial number			
Signature of CCTV operator		Date	

Appendix 1 – Rational for Viewing Request

Please provide a full and detailed statement with regard to the rational for this viewing request given that initial investigations suggest that no recorded evidence of the incident in question exists.

NOTE: This statement may be used in any resulting legal action arising from the incident or related actions arising from this request.

Requestee Signature:

Date:

CEO Signature:

Date: