Property File – General Enquiry

Glen Innes Severn Council ABN 81 365 002 718 Administration Office, Church Street, 136 Church Street, Glen Innes NSW 2370 PO Box 61, Glen Innes NSW 2370 (02) 6730 2350

☑ <u>council@gisc.nsw.gov.au</u> [⊕] <u>www.gisc.nsw.gov.au</u>

Please complete this form to request information on a property file.

If you require any assistance in completing this form, please contact Council's Place and Growth Department on the details listed at the top of this form.

*NOTE: Please be advised that fees may be applicable for this application. These fees are available in Council's Current Operational Plan.

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SEVERN	COUNCIL

Office	Use	Only	

Date Received:

Receiving Officer:

How to lodge this request:

In person:Glen Innes Severn Council Administration Office, Church Street, 136 Church Street, Glen Innes NSW
2370Post to:PO Box 61, Glen Innes NSW 2370Email to:council@gisc.nsw.gov.au

Fields marked with an asterisk (*) are mandatory.

Application will not be processed unless mandatory fields are completed and accompanied with supporting documentation.

1. Applicant Det	ails				
*Full Name:			Title:		
Business Name:			ABN:		
*Postal Address:			Postcode:		
*Email:					
*Telephone:					
Preferred contact me	thod for Council to send notices	as required by the GIPA Act:	Email (preferred)	Post	
2. Property and	/or Application Details				
Complete this section if	you are applying for access to info	rmation concerning a particular p	property or application.		
Street Number:		Street Name:			
Locality:					
Lot Number(s):		DP or SP Number(s):			
Application Number	(s):	·			
*Date range you wou	*Date range you would like us to search within (e.g. Sept 2018 – June 2019):				
3. Type of Infor	mation				
*Please specify the document(s) you wish to access or provide as much detail as possible about the information you wish to access. Please					
attach additional pa	ges II required:				
I am the owner of th	e property and request access to	o information. Yes 🗌 No			
Form No:	Version No: 1.0 Date: July 2024	Review Date: July 2027	Related Documents:	Resp Officer: MGD	

I act on behalf of the property and request access to information. Yes No
Does the information relate to your personal information? Yes No
NOTE: When seeking access to their personal information, or when an applicant is acting with the authority of another person and seeks to access that person's personal
information, an applicant must provide proof of identity which includes a full name, address and a signature. This can be either an original or a certified copy or can be provided using more than one document.
4. Preferred Form of Access
Inspect the records at Council offices NOTE: An appointment must be made with Customer Service staff.
Receive a paper copy of the records
Receive an electronic copy of the records
5. Owner's (or Architect's) Consent (if not the applicant)
NOTE: Due to the Copyright Act 1968 (Cth), the consent of the copyright owner is required for Council to be legally able to provide copies of certain documents. Without consent, information subject to copyright (including, but not limited to, plans, drawings, and some reports) will be available on inspection only.
The consent of the property owner is required for the provision of copies of building information certificates (see section 6.26(10) of the Environmental Planning and Assessment Act 1979).
Owner's (or Architect's) Name:
Contact Telephone Number:
I/we consent to the logement of the application for the abovementioned property:
Owner's (or Architect's) Signature Date
6. Privacy Notification
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