

# Request for Adjoining Property Owner Details

Postal Address:  
Glen Innes Severn Council  
PO Box 61  
GLEN INNES NSW 2370  
**Phone:** (02) 6730 2300  
**Email:** [council@gisc.nsw.gov.au](mailto:council@gisc.nsw.gov.au)  
**Website:** [www.gisc.nsw.gov.au](http://www.gisc.nsw.gov.au)

Use this form to consent for applicant contact details to be released to owner/s of a property.

Due to the *Privacy and Personal Information Protection Act 1998*, Council is unable to provide neighbour contact details to you, however with your consent we can release your contact details to your neighbour.

- Print clearly using BLOCK LETTERS in the space provided
- If relevant sections are not completed, your request may not be actioned

## How to lodge this request:

**In person:** Glen Innes Severn Council Administration Office, Town Hall, 265 Grey Street, Glen Innes NSW 2370

**Mail to:** PO Box 61, Glen Innes NSW 2370

**Email to:** [council@gisc.nsw.gov.au](mailto:council@gisc.nsw.gov.au)

Fields marked with an asterisk (\*) are mandatory.

## 1. Applicant Details

\*Full Name:

Business Name:

\*Property Address:

\*Email:

\*Telephone: (M)

(W)

(H)

## 2. Information Requested

\*Property Address of concern:

\*For the purpose of:

## 3. Applicant's Consent

Glen Innes Severn Council is committed to protecting your privacy and will not release your personal information without permission. By signing the below, you consent to your details being released to the abovementioned owner/s of the property, should they wish to discuss the matter.

I confirm that I am the owner of the property address listed under 'Applicant Details' and hereby give my consent for Glen Innes Severn Council to release my contact details to the owner/s of the abovementioned property.

Applicant's signature

Date

**Please note:** Glen Innes Severn Council will contact you to advise that your contact details have been passed on to the property owner/s and will have no further involvement in this matter.

### Privacy statement

Glen Innes Severn Council is committed to protecting your privacy. The personal information you provide in this form is for the purposes directly related to the functions of Council, specifically relating to this form. The information you provide will not be used or disclosed for other purposes unless you provide further consent or as authorised by law. This information is collected under the *Privacy and Personal Information Protection Act 1998* (the Act) and if you require further information, please see our Privacy Management Plan at [www.gisc.nsw.gov.au](http://www.gisc.nsw.gov.au) or contact Council on (02) 6730 2300.