

Use this form to authorise a third party to enquire or act on your behalf when contacting Glen Innes Severn Council.
Only the listed property ratepayer can nominate an authorised representative.

- Print clearly using BLOCK LETTERS in the space provided and tick the appropriate boxes
- If all sections are not completed, your application cannot be processed

How to lodge this authority:

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

PROPERTY DETAILS

Street Address

Suburb Assessment No

RATEPAYER'S DETAILS

Full Name(s)

Postal Address

Contact Number Email Address

Preferred contact method Email Post

AUTHORISED PERSON'S DETAILS

Full Name(s)

Postal Address

Contact Number Email Address

Preferred contact method Email Post

EXTENT OF AUTHORITY

Please tick **one** of the below boxes below. This authorisation is for:

Enquiry Only	Partial Authority*
<input type="checkbox"/> <ul style="list-style-type: none"> ▪ Make enquiries only 	<input type="checkbox"/> <ul style="list-style-type: none"> ▪ Enquiry authority, in addition to facilitate changes to rate account and/or update related services
<input type="checkbox"/> <ul style="list-style-type: none"> ▪ Only be provided with information to make payments ▪ Seek general information 	<input type="checkbox"/> <ul style="list-style-type: none"> ▪ Council provides relevant information in relation to property ▪ Disclosing information (including personal, financial and property ownership) for purpose of dealing with rate account(s).

* Unable to add/remove another authorised.

DECLARATION

I, the registered ratepayer named in this form, hereby request to add the authorised representative(s) to act on my behalf in the capacity indicated above and consent to Glen Innes Severn Council disclosing information about my property and rates account(s). This authority will remain in place until such time the ratepayer revokes the authority or until ownership of property changes. I understand that if I wish to revoke the authority it is my responsibility to contact Glen Innes Severn Council.

By accepting this declaration, you are verifying that: you are duly authorised to make this application; the statements and information provided are accurate, true and complete; authorised person(s) can make enquiries or changes (if applicable) on my behalf, and you attest to the validity of all content within this authority.

Ratepayer's signature

Date

Ratepayer's signature

Date

Authorised Person's signature

Date

Privacy statement

Glen Innes Severn Council is committed to protecting your privacy. The personal information you provide on this form is being collected to enable us to put your authorisation into effect and to verify the identity and authority of the nominated person when they contact Council. The information you provide will not be used or disclosed for other purposes unless you provide further consent or as authorised by law. If the authorised person's contact details change or you wish to amend this authority in the future, please notify us by completing another account authority. 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 or contact Council on (02) 6730 2300.