

Council is generally unable to release personal information. Property owners wishing to contact adjoining owners may complete this form and Council will forward it to the adjoining owners. The onus is on the adjoining owner to reply to your request and Council has no control over the process.

1. Applicant Details

Applicant

Company / Organisation

Applicant's postal address

Property address (if different to above)

I wish to be contacted by the following method (please select at least one):

Email

Mobile/Phone

Post

Purpose of the request

I/We confirm ownership of the above mentioned property that adjoins the property/ies identified below and affirm that the information provided will only be used for the stated purpose.

Please sign declaration overleaf.

Owners Consent

If the applicant is not the owner (or an authorised representative eg Real Estate, Strata Manager, etc) of the above property, please provide owners consent with request.

2. Adjoining Property Details

I require owner contact details for **all** adjoining properties (go to section 3)

OR

I only require owner contact details for the adjoining property/ies listed below

Address details for each property (eg 2 Smith Street, Taree)

3. Declaration

I/We confirm ownership of the above mentioned property that adjoins the property/ies identified below and affirm that the information provided will only be used for the stated purpose.

Signature (Type name if submitting by email)

Date

4. How to lodge this form

Completed form can be:

- Emailed (select the submit button below); or
- Forwarded by post; or
- Lodged at our Customer Service Counters - Monday to Friday (excluding public holidays).

Please Note

If Council has received your request, you will receive an email notification confirming so. If you do not receive an email confirmation, then Council has not received your application. Please contact Council by telephoning 6591 7222 or try saving this form to your computer and attaching it to an email, addressed to council@midcoast.nsw.gov.au.

Council use only when hardcopy received

I confirm that the properties are adjoining and the applicant is the adjoining owner.

Council officer name

Date

Privacy: This information is required to process your request and will not be used for any other purpose without seeking your consent, or as required by law. Your application will be retained in Council's Records Management System and disposed of in accordance with current legislation. Your personal information can be accessed and corrected at any time by contacting Council.

Forster | 4 Breese Parade | PO Box 450 Forster 2428 | **6591 7222**
Gloucester | 89 King Street | PO Box 11 Gloucester 2422 | **6538 5250**
Taree | 2 Pulteney Street | PO Box 482 Taree 2430 | **6592 5399**

www.midcoast.nsw.gov.au