



Request for Contact Information

10 Graham Place, CASINO
25 Woodburn Street, EVANS HEAD
Locked Bag 10, CASINO, NSW, 2470
Phone: 02 6660 0300 Fax: 02 6660 1300 council@richmondvalley.nsw.gov.au

Your Details (you must provide all details)

Name:

Property Address:

Postal Address:

Contact Number:

Email:

Request relates to (please provide as much detail as possible)

Property Address:

Lot and DP:

Name:

Any further known details:

Reason for your Request (must be valid i.e. fencing, tree removal)

Signature Authority
Name (must be clearly written)
Signature Date

Please note:

- Council cannot provide private details and information pertaining to other parties.
- Council will review this written request and will then forward your request to the relevant party.
- Should all your contact details not be forthcoming Council may not forward your request on.
- Council will not be involved in this matter other than to forward your information to the other party. Once this request has been forwarded Council will consider this matter closed.
- Should they wish to respond to your request it will be a private matter between both parties.

Privacy and Personal Information Protection Notice
<p>Purpose of collection: Public access to Council's information. Intended recipients: Council staff and, may be made available under the <i>Government Information Public Access Act 2009</i>. Supply: Voluntary, a consequence of non-provision is that insufficient information may be provided. Access/Correction: For requests for access or correction of information under the <i>Government Information (Public Access) Act</i> or <i>Privacy & Personal Information Protection Act 1998</i>, contact Council. Storage: This form will be recorded in Council's Corporate Records Management System upon receipt.</p>