ROXBY COUNCIL

# REQUEST FOR PROPERTY FILE INFORMATION

Council is not permitted to release information on a property, unless the request is made by the current owner of the property, or the current owner provides written authorization to the Council allowing another person to either view or receive copies of the documents contained in the property file.

PROPERTY ADDRESS: _____

Current Owner _____

APPLICANT DETAILS:

Applicant / Authorised Rep _____

Owner is applicant? Yes ☐ No ☐

If NO, is copy of consent attached? Yes ☐ No ☐

Contact Details:

Phone Number (Home/Work) _____ (Mobile) _____

Email Address _____

Signature of Applicant _____ Date _____

I would like the retrieved information to be emailed to the above address

I would like the retrieved information to be collected in person at the Roxby Council Office

INFORMATION SOUGHT: Floor Plan ☐ Site Plan ☐

Other (please specify) _____

PLEASE COMPLETE THIS FORM & SUBMIT IN PERSON OR VIA EMAIL AS PER BELOW:

6-10 Richardson Place Roxby Downs SA 5725 Phone: 8671 0010

Email: roxby@roxbycouncil.com.au

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OFFICE USE ONLY

Evidence of Identity Shown: _____

Checked on Open Office: ☐

Approved By: _____