

ASSESSMENT BOOK EXTRACT

RECORD NO :
FILE NO : 7.69.12.2

APPLICATION FORM

REQUESTING PROPERTY OWNER/S DETAILS

In accordance with Section 174 of the Local Government Act 1999, a person is entitled to inspect the Assessment Record at the principal office of the Council during ordinary office hours and may pay a fee fixed to the Council to obtain a copy of any entry made in the assessment record.

Council may provide this information to the owner of the property concerned.

If details are suppressed from the Assessment Book, a letter will be sent to the owner of the property requested. If there is no objection from the owner within fourteen (14) days then the details will be forwarded to the applicant. Should the owner refuse permission to release their details, no refund will be made.

A person who inspects the assessment record or obtains a copy of an entry made in the assessment record, must not use the information obtained for advertising or marketing activities for commercial purposes.

The extract will be provided on application in person, by post or email to the applicant.

Residents who require the name and address of the owners of the adjoining properties to their own will need to apply in writing. There is no fee associated with this request.

APPLICANT			
FULL NAME			
POSTAL ADDRESS		MOBILE PHONE	
EMAIL			

DETAILS OF REQUEST (One property request per form)	
PROPERTY ADDRESS	
REASON FOR INFORMATION REQUESTED	

ACCESS	
<input type="checkbox"/> VIEW ON SCREEN – NO CHARGE <input type="checkbox"/> COPY OF EXTRACT OF THE ASSESSMENT RECORD - \$15.00 <ul style="list-style-type: none"> Payment must be made prior to information being provided. A receipt of this transaction will be posted out with the Assessment Book extract. 	

DECLARATION			
I declare that the information I have provided is true and correct.			
SIGNATURE		DATE	

OFFICE USE ONLY – INFORMATION PROVIDED			
ASSESSMENT NUMBER		OWNER NAME/S	
POSTAL ADDRESS			