



## Application for an Information Letter

Singleton Council  
Queen Street  
Singleton 2330

Postal Address:  
PO Box 314  
Singleton 2330

ssc@singleton.nsw.gov.au  
Phone: (02) 65787 290  
Fax: (02) 6572 4197

Use this form to request Information from council

### Applicant Details

First Name: ..... Last Name: .....  
Postal Address: .....  
..... Postcode: .....  
Telephone – Home: ..... Mobile: .....  
Business: ..... Email: .....  
Owners Name.....

### Property Description

No. .... Street/Road: .....  
Suburb: .....  
Lot. .... Sec.: ..... DP/SP: .....

### Please state what information you require

.....  
.....  
.....  
.....

### Acknowledgement

I hereby request information for the abovementioned property. I declare that all information given is true and correct.

Owners Signature ..... Date .....

### How to Lodge your Application

Send the application to us by mail or email (with payment) or deliver it in person. Payments are accepted 8.00am - 4.00pm Monday - Friday. Please contact our Customer Service Centre if you have any enquiries.

To determine the current fee applicable please consult Council's [Fees and Charges Schedule](#).

**Notes:**

1. Notification of the intention to collect personal information under the *Privacy and Personal Information Protection Act 1998*:

Under the Privacy and Personal Information Protection Act (PPIPA), Council is required to advise you that personal information being collected from you in relation to this matter will only be used for the lawful and proper functions of Council.

Any such use will be in accordance with this Act and any Management Plan and Codes.

Council is collecting this personal information from you in order to complete its obligations under the Local Government Act 1993 and other Acts administered by Council.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act.

For enquiries concerning this matter please contact Singleton Council's Customer Service Centre.

Office Use Only	
Parcel No. ....	Assessment Number.....
Assigned to .....	
Council Officer .....	Signature..... Date.....
Comments .....	
Receipt: .....	
Trim Ref.....	Receipt Number .....