

SUBMISSION OF DOCUMENTATION

PERSONAL DETAILS			
Name		Date	
Postal Address			
State		Post Code	
Home Number		Mobile	
Email			
Subject Property	Address:		
	Lot:	Plan:	
Relevant Dept/Officer			
Type of document being submitted? Please tick relevant box(es) below:			
<input type="checkbox"/>	Town Planning – Plans/Documentation	<input type="checkbox"/>	Letter
<input type="checkbox"/>	Land Use – Plans/Documentation	<input type="checkbox"/>	Colour Scheme
<input type="checkbox"/>	Environmental Health – Plans/Documentation	<input type="checkbox"/>	Other (please specify)
<input type="checkbox"/>	Engineering – Plans/Documentation		
<input type="checkbox"/>	Building – Plans/Documentation		
Does the document relate to a current application with Council?			
YES		NO	
If yes, please specify application/reference number			
DA:		Reference No:	
PREFERRED METHOD OF RESPONSE (if applicable)			
<input type="checkbox"/>	Phone – Time: AM/PM (please allow 48 hours for response)		
<input type="checkbox"/>	Regular Post		
<input type="checkbox"/>	Email		

PLEASE NOTE: To assist Council in processing your documentation in a timely manner, please complete as much of the form as possible. Council staff will aim to respond to your query within three (3) business days of receiving your documentation. However, please keep in mind due to the number of requests received daily, Council's response time may take longer than three (3) business days.

OFFICE USE ONLY			
OFFICER		POSITION	
SIGNATURE		DATE	

PRIVACY STATEMENT

The information collected on the Form will be used by Mount Isa City Council in accordance with the processing or assessment of your application. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the Information Privacy Act 2009). This information may be stored in the Council database. The information collected will be retained as required by the Public Records Act 2002.

