



OPERATIONAL STANDARD

Requests for Owner Information

Introduction

The Shire is required to provide access to owner and/or occupier information from the Shire's Rate Book or Electoral Rolls, unless it is to be used for a commercial purpose.

The Department of Local Government (Circular No. 16-2011) provides the following definition to determine whether an intended use constitutes a commercial purpose.

A **commercial purpose** is defined as the use of a public record for:

- Sale or resale; or
- Producing a document containing all or part of the copy, printout or photograph for sale; or
- Obtaining all names and addresses from such records for the purpose of solicitation; or
- For any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public records.

Legislation

- Local Government Act 1995.
- Local Government (Administration) Regulations 1996.
- Delegation 1.3.4 – Information to be Available to the Public.

Procedure

When a customer requests for owner and/or occupier information must be referred through to Governance who will advise the following:

1. Complete an **Application for the purposes of Regulation 29B**, which is the form approved by the CEO (See Appendix 1).
2. Submit the form for assessment and approval by the Chief Executive Officer or authorised officer.

Document Control

Document Responsibilities:			
Owner:	Chief Executive Officer	Owner Business Unit:	Governance
Reviewer:	Governance Coordinator		
Document Management:			
Synergy Ref:	NSTN2576		
Version #	Date	Action	
1.	8 August 2025	Approved by the CEO	



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APPLICATION
FOR THE PURPOSE OF REGULATION 29B
of the Local Government (Administration) Regulations 1996

APPLICANT DETAILS	
Name of Organisation or Individual	
Organisation Contact	
Postal Address	
Phone Number	
Email Address	

Are you requesting (tick which applies)

Rate Record OR Electoral Register

Why do you need the information and what will it be used for?

What is the Street address(s) or lot number(s) of the property(ies) that you require the owner and/or occupier information for?

Please note that a fee may be payable for information provided in a non-electronic format.