

N° DAI :	
RECEPTION DATE :	
DEADLINE :	

Act respecting Access to documents held by public bodies and the Protection of personal information

IDENTIFICATION OF THE PERSON REQUESTING A DOCUMENT	
Surname :	Name :
Address :	Postal Code :
Town :	Telephone :
Email :	Work Telephone :
Capacity (interested person, owner, tenant, etc.):	
IDENTIFICATION OF THE PROPERTY CONCERNED	
Property address, registration number or lot number :	
CONCERNING A BUILDING	
<i>*Be sure to provide the signed Building Owner's Consent Form - page 2*</i>	
<input type="checkbox"/> Notice of inspection <input type="checkbox"/> Notice of non-conformity / d'infraction <input type="checkbox"/> Statement of offence <input type="checkbox"/> Property assessment roll	<input type="checkbox"/> Construction permit / renovation <input type="checkbox"/> Demolition permit <input type="checkbox"/> Complaint <input type="checkbox"/> House plans
Certificate of authorization for : <input type="checkbox"/> Tree felling <input type="checkbox"/> Change of usage <input type="checkbox"/> Work on lakeshores, watercourses and other areas <input type="checkbox"/> Installation of swimming pools/spa	
<input type="checkbox"/> Infringement filling / clearing <input type="checkbox"/> Septic installation	
Specify the years required:	
CONCERNING A FIRE / INCIDENT	
<input type="checkbox"/> Fire Service Declaration (FSD) <input type="checkbox"/> Fire Cause Investigation Report (FIR) <input type="checkbox"/> Calling card	
Specify the date of the event :	
OTHER TYPE OF DOCUMENT	
Specify :	
DESIRED METHOD OF CONSULTATION AND RECEIPT	
By e-mail	Consultation at the organisation's office
SIGNATURE	
Date :	Signature :
SENDING YOUR FORM	
Return this form duly completed and signed to : Responsable de l'accès à l'information Ville de Pincourt 919, chemin Duhamel Pincourt (QC) J7W 4G8	
Telephone : 514-453-8981, poste 346 Email : greffe@villepincourt.qc.ca	

- 1- This form, the use of which is optional, is made available to persons who wish to send the Town of Pincourt a request for access to an administrative document or personal information.
- 2- The information you provide in the "Identification of the person making the request" section will be treated as confidential and will only be communicated to the persons authorized to process your request.
- 3- If you have difficulty identifying the document you are looking for or if you wish to obtain information concerning the Act respecting access to documents held by public bodies and the protection of personal information, you may contact the person responsible for access to documents, M^{re} Charlotte Gagné, at the above-mentioned address.
- 4- Your request must be specific enough to allow the person responsible to locate the document. For example, you can mention the title of the document you are looking for, the name of its author or the subject matter.
- 5- Upon receipt of this form or any other written request, the person responsible will send you an acknowledgement of receipt of your request. The time limit for responding is twenty (20) calendar days. However, this period may be extended by ten (10) days. In such a case, you will be given written notice of the extension.
- 6- You may be charged for the reproduction and transmission of documents. However, consultation of documents at the Town's offices is free of charge.
- 7- The Town of Pincourt reserves the right to verify your identity by consulting a document duly recognized in Canada.

ONLY WRITTEN REQUESTS CAN BE REVIEWED BY THE ACCESS TO INFORMATION COMMISSION



**CONSENT OF THE
OWNER OF THE IMMOVABLE**

N° DAI :		
RECEPTION DATE :		
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IDENTIFICATION OF THE OWNER OF THE IMMOVABLE

Surname :

Name :

Name of the company, if any :

IDENTIFICATION OF THE REQUESTED DOCUMENT

Property address, registration number or lot number :

CONSENT OF THE BUILDING OWNER TO THE DISCLOSURE OF PERSONAL INFORMATION

I, the undersigned, owner of the above-mentioned building, authorize the Town of Pincourt to communicate to
all documents and information requested concerning this building.

This authorization is valid until _____.

CONSENT OF A BUSINESS OWNER OF THE BUILDING TO THE DISCLOSURE OF PERSONAL INFORMATION

I, the undersigned, person duly authorized to act on behalf of the company, or owner of the above-mentioned building, authorize the
Town of Pincourt to communicate to _____
all documents and information requested concerning this building.

This authorization is valid until _____.

**In the event that you are not a duly appointed director with the Registraire des entreprises du Québec, you must provide a power
of attorney from the company authorizing you to represent it.**

SIGNATURE OF THE OWNER OF THE IMMOVABLE