

# Application for Adjoining Land Owner Details

## Building Regulations 2018 Part 7 – Protection of Adjoining Property



Council's Property Ownership Details are considered as personal information under Victoria's Information Privacy Act 2000. Property Ownership Details will only be made available to an applicant applying for building permit where the Relevant Building Surveyor requires protection work notices to be served on the adjoining owner/s.

Applicants to whom property ownership details information is made available must provide written assurance that all information gained will be handled securely and will only be used in conjunction with Part 7 of the Building Act 1993. The information obtained in relation to any specific address is not be passed onto other parties for any other purpose. Please complete the following.

Address of property where building works are proposed:

Number .....Street/Road..... Lot/s ..... LP/PS.....

Suburb ..... Postcode .....

**Applicant Details**

Name/Company: ..... Contact: .....

Address: .....

Email: .....

Phone: .....

Relevant Building Surveyor (RBS) .....

Property addresses for which ownership details requested (Please nominate specific address/s)

**Declaration**

I understand my responsibility to protect individual privacy and will handle all property ownership information gained securely. I declare that -

- No information gained in relation to a specific address will be given to other parties, and
- No information gained will be used for any purpose other than to facilitate notification to the adjoining property-owner of the requirement for protection works as per Part 7 of the Building Act 1993

Signature of Applicant .....

Date .....

**TO BE COMPLETED BY COUNCIL STAFF**

<b>REQUESTED ADJOINING LOT NUMBER AND PROPERTY ADDRESS:</b>	<b>REQUESTED ADJOINING LOT NUMBER AND PROPERTY ADDRESS:</b>
<b>OWNER NAME:</b>	<b>OWNER NAME:</b>
<b>DEFAULT POSTAL ADDRESS:</b>	<b>DEFAULT POSTAL ADDRESS:</b>
<b>BUILDING SERVICES:</b>	<b>DATE:</b>

*The information provided in response to this request is confidential and is intended for the use of the name Applicant only, and specifically for the reason requested only consistent to the signed Declaration on the application form. Please be advised that due to privacy laws, only names and addresses are provided, not phone numbers or email addresses.*

**Web:** casey.vic.gov.au  
**Email:** caseycc@casey.vic.gov.au  
**Phone:** 03 9705 5200  
**Post:** PO Box 1000, Narre Warren VIC 3805

**TIS:** 131 450  
 (Translating and Interpreting Service)  
**NRS:** 133 677  
 (for the deaf, hearing or speech impaired)

**Customer Service Centres:**  
**Narre Warren:** Bunjil Place, Patrick North  
**Cranbourne:** Cranbourne Park Shopping Centre  
**ABN:** 43 320 295 742