

REQUEST TO COUNCIL FOR ADJOINING PROPERTY OWNER CONTACT DETAILS TO SERVE PROTECTION WORK NOTICE

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 to be passed onto other parties for any other purpose. Please complete the following.

Application made by ☐ Owners ☐ Authorised owners agent making this request

Name of all Owners

Owners Name(s):

Owners Telephone Number:

Owners Email address:

Owners Postal address:

Name of authorised owners agent – If applicable

Agents Name/Company:

Agents Telephone Number:

Agents Email address:

Agents Postal address:

Property subject to Building Permit application (Owners property)

Address of the adjoining property for which contact details of that property's owner are being sought (Please nominate specific address)

NOTE:- a separate fee is payable for each property owners contact details requested

Property 1

Property 2

Property 3

Property 4

Description of the attempts made to locate the name and address of the owner of the adjoining property for the purpose of serving a protection work notice:

(Insert description of attempts made to locate the name and address of the owner of the adjoining property)

The following required documents have been submitted with this request – Note:- applications received without the completed declaration below and these documents cannot be processed

A copy of the Form 1 'APPLICATION FOR A BUILDING PERMIT', and

A copy of the Form 6 'DETERMINATION THAT PROTECTION WORK IS REQUIRED', and

Where applicable a copy of **Owners Authorisation of Agent** to make this request on their behalf

Declaration:

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, and

I acknowledge it is an offence under section 246 of the **Building Act 1993** for a person to knowingly make any false or misleading statement or provide any false or misleading information to a person or body carrying out any function under the **Building Act 1993** or the Regulations, and

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

This declaration is made by ☐ Owners ☐ Authorised owners agent

Name of person making this declaration

Signature of person making this declaration

Date:

Office use only

NAME AND ADDRESS OF ADJOINING PROPERTY OWNER—PROTECTION WORK NOTICE

The information provided in response to this request made under Regulation 113A of the Building Regulations 2018 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.

Request Adjoining Address	Lot Number	Owner	Postal Address