



Information Privacy

Adjoining/Neighbouring Property Owners Details

Building Act 1993

Building Regulations 2018 Part 5 - Siting

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 where the municipal building surveyor has requested comments from adjoining or neighbouring property owner/s, for a matter requiring Council consent under Part 5 of the Building Regulations 2018.

Applicants to whom property ownership details information is made available must make written assurance that all information gained will be handled securely and will only be used in conjunction with the notification of the adjoining or neighbouring property owner of proposed building works. No information obtained in relation to any specific address will be passed on to other parties for any other purpose. Please complete the following.

Address of property where building works are proposed (please print)

Applicants Details (please print)

Name/Company: _____

Contact: _____ Phone: _____

Email: _____

Address: _____

Responses will be sent via email as a PDF attachment

Property address/es for which ownership details are requested: (please print)

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.
- No information gained will be used for any purpose other than to facilitate notification to the adjoining property owner of the requirement for a matter requiring Council consent under Part 5 of the Building Regulations 2018.

ABN Number

Signature _____ Date _____

FEES: \$130.00 (per application relating to the address where works are occurring - not per neighbour)
 (Effective from 01/07/18 to 30/06/19)

T320

Payment Options:

In Person: Cash, card or cheque payments can be made at the Corporate Centre – 76 Royal Ave Sandringham 3191

Post: Cheque or money order payments can be mailed to PO Box 27 Sandringham VIC 3191

Card payments can only be made in person at Council