

# Request for Property Information

## Protection Works Notices

To facilitate the requirements of Part 7 of the *Building Regulations 2018*



<b>OWNER'S NAME:</b>	
Owner's Postal Address:	
Postcode:	
<b>RELEVANT BUILDING SURVEYOR:</b>	
Postal Address:	
Postcode:	
<b>PROPERTY WHERE BUILDING WORKS ARE TO BE CARRIED OUT</b>	
Number/Street:	
Suburb:	Postcode:
<b>APPLICANT DETAILS</b>	
<b>Requirement:</b> If the applicant is not the owner or Relevant Building Surveyor, written proof of authorisation to act on behalf of the owner or Relevant Building Surveyor must be attached to this application.	
Applicant Name:	
Applicant's Postal Address:	
Postcode:	
Applicant's Phone Number (business hours):	
Applicant's Email:	
I hereby request the adjoining property ownership details for the purpose to serve Protection Works Notices on the below adjoining properties:	
Adjoining property address 1:	
Adjoining property address 2:	
Adjoining property address 3:	
<b>Information Privacy Requirements Statement:</b> The Information Privacy Act 2000 protects the personal information of individuals. The City of Port Phillip takes this responsibility seriously and endeavours to manage and protect personal information in its possession at all times. Council will only use and disclose information for the purpose/s for which it is collected. To this end Council has adopted policies and procedures to protect personal information. Queries regarding Council's handling of information privacy can be directed to the Information Privacy Officer, telephone 9209 6777. Any breach of the assurance given by the Applicant in this document will result in Council refusing to deal with future requests for personal information from the person breaching the assurance.	
<b>Information Privacy Declaration:</b> I give written assurance that the contact details for adjoining properties will be used solely to facilitate a specific matter as stated above. The contact details will not be retained, copied or disseminated for unrelated purposes and will be kept secure. I also witness that I have read the Information Privacy Requirements Statement and understand the privacy principles and implications of non-compliance.	
<b>Signature (Owner or Applicant):</b>	<b>Date:</b>