



Request for property information protection works notices

What you need to do



Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



Submit application

This form and supporting documents must be submitted via email or by mail.



Receive your invoice

Once your application is processed you will receive a response within five business days.

Read before starting

Privacy Requirements Statement information

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.

Supporting documentation

The following is required to be submitted with your application:

- A copy of the completed Form 6 prepared by the Relevant Building Surveyor detailing each adjoining property address as required under Regulation 111 of the Building Regulations 2018. For the purpose of this application each lot, unit, apartment, or suite is considered a separate adjoining property.
- a copy of the Building Permit Application (Form 1) as required under Regulation 113A of the Building Regulation 2018.

Failure to provide these details may result in partial information being provided or your application being cancelled.

How to apply

Submit this form and required supporting documentation:

- ✉ helpbuilding@portphillip.vic.gov.au
- ✉ Municipal Building Surveyor
City of Port Phillip
Private Bag 3
St Kilda VIC 3182

Note

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.

Further information

- ☎ 03 9209 6253
- 🌐 portphillip.vic.gov.au/planning-and-building

1 Declaration

I am the:

Owner Agent of owner

All the information in this application is true and correct.

I have provided all necessary supporting information and documents.

I have provided a copy of the completed Form 6 prepared by the Relevant Building Surveyor as required under Regulation 111 of the Building Regulation 2018

I have provided a copy of the completed Building Permit Application (Form 1) as required under Regulation 113A of the Building Regulation 2018.

I give written assurance that the contact details for adjoining properties will be used solely to facilitate the service of protection works notices under Part 7 of the Building Regulations 2018. 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.

2 Invoicing

Following lodgement, an invoice will be raised based upon the number of properties included on the Form 6 Determination.

How many properties are required?

3 Applicant details

Requirement: If the applicant is not the Relevant Building Surveyor, written proof of authorisation to act on behalf of the Relevant Building Surveyor must be attached to this application.

Company Name

First name

Last name

Unit number

Number

Street name

Suburb / locality

State

Postcode

Best phone number to contact you on Email

4 Subject construction site (where the works are taking place)

Unit number

Number

Street name

Suburb / locality

State

Postcode

5 Attempts to Identify Adjoining Owners

Please describe 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.

6 Relevant building surveyor details

First name

Last name

Organisation

Best phone number to contact you on Email

Office use only

Application
numberDate
lodged

For further information or a large print version

☎ 03 9209 6253 🌐 portphillip.vic.gov.au/planning-and-building ✉ helpbuilding@portphillip.vic.gov.au

Privacy policy

Personal information required on this form is for the purposes of dealing with this request. It will be used solely by Council for this primary purpose or other directly related purposes. The applicant understands that the personal information provided is for the purposes of dealing with the request and he/she may apply to Council for access to and/or amendment of the information. Request for access and/or correction should be made to Council's Information Privacy Officer (phone Council Assist on 9209 6777).