

Request to Council for adjoining property owner contact details to serve protection work notice

Building Act 1993

Building Regulations 2018, Regulation 113A(1)

Use this form to obtain the names and addresses of affected adjoining owners for the sole purpose of serving protection works notice in accordance with Section 84 of the *Building Act 1993*.

This application must be submitted online via: [Merri-bek eServices - Adjoining Owner Information for Protection Work](#). Fees apply.

Applicant details	
Agent of Owner/ Owner name	
Telephone number	
Email address	
Postal address	
Postcode	
NOTE: If applicant is an agent acting on behalf of the owner, written consent from the owner must be submitted with this application confirming they have permission to act on the owner's behalf.	

Owner Details	
☐ Same as applicant details (tick if applicable. If not, owner details must be provided below)	
Owner name (insert full name of owner making request)	
Telephone number	
Email address	
Postal address	
Postcode	

Address of the adjoining property for which contact details of that property's owner are being sought	
Address 1	
Address 2	
Address 3	
Address 4	
Address 5	

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

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.

Signature and declaration

Pursuant to Section 84A of the Building Act 1993, Regulation 113A of the Building Regulations 2018, I have attached the prescribed documentation including:

- ☐ A copy of the Form 1 - Building permit application form.
- ☐ A copy of the Form 6 - Determination that protection work is required.
- ☐ Written consent from the owner confirming they give permission to an agent to act on the owner's behalf (where the applicant is someone other than the owner of the subject property).
- ☐ ASIC company extract confirming authority for an individual to act on behalf of company (where a company is the owner of the subject property).
- ☐ I undertake as follows:
 - a. to use the contact details specified above (the information) solely for the purposes of serving protection works notices in accordance with Section 84 of the Building Act 1993;
 - b. not to use or disclose the information for any other purpose without the prior written consent of Council, or as required by law;
 - c. not to retain, copy or disseminate the information for unrelated purposes; and
 - d. to keep the information secure.
- ☐ I understand that personal information may only be used or disclosed in accordance with the primary purpose of collection, subject to limited exceptions set out in the *Information Privacy Act 2000*.

Signature of owner/owner's agent

Name

Date

For more information & lodgement

-  **Phone** Merri-bek City Council on 9240 1111 for information and assistance.
-  **Online** visit www.merri-bek.vic.gov.au/building-and-business/planning-and-building/building/building-permits/ for more information.
-  **Visit** the Merri-bek Civic Centre at 90 Bell Street, Coburg, Vic 3058.
-  **Mail** your application to Merri-bek City Council, Locked Bag 10, Brunswick, Vic 3056.

Privacy notice

Merri-bek City Council is committed to protecting your privacy in accordance with the *Privacy and Data Protection Act 2014* (Vic). The personal information requested on this form is being collected by Merri-bek City Council for the purposes of making a request for address particulars for protection works purposes and may also be used by Council for related purposes including to update your personal information otherwise held by Council (for example, contact details including email address, phone number). It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided Council is unable to process your request for address particulars. You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact Council's Privacy Officer via telephone on 9240 1111 or e-mail at Privacyofficer@merri-bek.vic.gov.au.

PLEASE NOTE: Information associated with request might be provided electronically and unless otherwise stated, Council takes the completion of this form as consent to use electronic communication. Further Council may use your electronic details for other Council communication.

Merri-bek Language Link

Italiano	Italian	9280 1911	Türkçe	Turkish	9280 1914	普通话	Chinese (Simplified)	9280 0750
Ελληνικά	Greek	9280 1912	Tiếng Việt	Vietnamese	9280 1915	National Relay Service: 13 36 77 or relayservice.com.au		
عربي	Arabic	9280 1913	नेपाली	Nepali	9280 0751			