



Kingston City Council

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**REQUEST FOR PROPERTY OWNERSHIP DETAILS
IN RELATION TO A BUILDING PERMIT**

Please complete all applicable fields in block letters:

Subject Property Address	
Applicant Name / Building Surveyor	
Registration No.	
Phone No.	
Fax No.	
Mobile No.	

I have required that the building permit process be finalised in relation to building work(s) at the above address. I seek the name(s) and current address(s) of the owner(s) of the relevant property for the purpose of administration and enforcement under Sections 38 and 39 (issuing of a Final Certificate or Occupancy Permit) of the *Building Act 1993*.

I undertake as follows:

1. to use the contact details specified above (**the information**) solely to facilitate a specific building permit matter under the *Building Act 1993*;
2. not to use or disclose the information for any other purpose without the prior written consent of Council, or as required by law;
3. not to retain, copy or disseminate the information for unrelated purposes; and
4. 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 Building Surveyor

Date:

Privacy Statement

Personal information collected by Council is used for municipal purposes as specified in the *Local Government Act 1989*. The personal information you provide will be used solely by Council for these purposes and or directly related purposes, such as assisting you with the building permit process. Council may disclose this information to other organisations if required by law. The applicant understands that the personal information provided is for the purpose of issuing a Final Certificate or an Occupancy Permit as required under Parts 4 and 5 of the *Building Act 1993*. Council is committed to the provision of up-to-date information, however information may have been collected from other sources. Therefore Council will not warrant the accuracy of the information disclosed.