



Kingston City Council

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Cheltenham VIC 3192

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**REQUEST FOR PROPERTY OWNERSHIP DETAILS
FOR PROTECTION WORK NOTIFICATION**

Please complete all applicable fields in block letters:

| | |
|---------------------------------------------------|--|
| Subject Property Address | |
| Applicant Name / Private Building Surveyor | |
| Name of Company | |
| BS Registration No. | |
| Phone No. | |
| Fax No. | |
| Mobile No. | |

I have required that the protection work must be provided pursuant to 602 of the Building Regulations 2006 with relation to building work at the above address. I seek the name(s) and current address(s) of the following owner(s) of the relevant property for the purpose of administration and enforcement under Part 7 of the *Building Act 1993* (Protection of Adjoining Property):

.....

I undertake as follows:

1. to use the contact details specified above (**the information**) solely to facilitate a specific protection work 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 facilitating Protection Work as required under Part 7 (Protection of Adjoining Property) 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.