



Kingston City Council

1230 Nepean Highway
Cheltenham VIC 3192

PO Box 1000
Mentone Victoria 3194

Ausdoc DX 19401 Mentone

Telephone: 1300 653 356
Facsimile: (03) 9581 4500

www.kingston.vic.gov.au

**REQUEST FOR PROPERTY OWNERSHIP DETAILS
FOR ADJOINING OWNER COMMENTS FOR APPLICATION FOR REPORT & CONSENT**

Please complete all applicable fields in block letters:

Subject Property Address	
Applicant Name	
Name of Company	
Address of Applicant	
Phone No.	
Fax No.	
Mobile No.	

Pursuant to Part 4 of the *Building Regulations 2006*, I am required by Council to provide 'Adjoining Owner's Comments' from the following property owner(s) for the proposed works at the above address. Please attach a separate page for additional properties.

Property Address (1)	
Property Address (2)	
Property Address (3)	
Property Address (4)	
Property Address (5)	

I undertake as follows:

1. To use the contact details specified above (**the information**) solely to obtain adjoining owner's comments pursuant to Part 4 of the *Building Regulations, 2006*;
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 Applicant

Date:

Privacy Statement

Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes, such as assisting you with a Report & Consent matter. Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer. A full copy of our Privacy Policy may be obtained from the Kingston website: <http://www.kingston.vic.gov.au> or from one of our Customer Service Centres.