



# Request for Property Ownership Details In Relation to a Building Permit

Contact Building Department t 9581 4130 e info@kingston.vic.gov.au

PLEASE PRINT

**From:**

Tick box if you do NOT wish to be contacted via email:

Applicant/Private Building Surveyor:

Name of Company:

Building Surveyor Registration Number:

Postal Address:

M:

P:

E:

**Subject Property Address:**

Number:

Street/Road:

Suburb:

Lot/s:

PS/LP:

Vol:

Fol:

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 following 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 the personal information may only be used or disclosed in accordance with the primary purpose of collection, subject to limited exceptions set out in the *Privacy and Data Protection Act 2014*.

**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. 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 and Libraries.