

APPLICATION FOR PERSONAL INFORMATION FOR SERVING A NOTICE TO FENCE

REQUEST FORM



Please complete all applicable fields in block letters:

Name of applicant	
Address of applicant	
Client name / address # (agents / fencing contractors)	
Phone no.(s)	
Fax no.	
Email address	
ABN	
Body Corporate No.	
Relationship to the property requiring fencing works	Owner / Occupier / Body Corporate / Managing Agent# / Fencing Contractor# (please circle one)
Address of property requiring fencing works (new, replace, repair)	

Managing agents & Fencing contractors, please provide name and address of property owner for whom you are acting/client

I seek the contact details of the owners/occupiers at the following address/es for the purpose of serving a notice under the *Fences Act 1968*:

.....

.....

..... [insert property address/es]

I undertake as follows:

1. To use the contact details specified above (**the information**) solely to facilitate a specific fencing matter under the *Fences Act 1968*;
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 *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, such as assisting you with a fencing issue. 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.