

REQUEST TO COUNCIL FOR ADJOINING PROPERTY OWNER CONTACT DETAILS TO SERVE PROTECTION WORK NOTICE



GLEN EIRA CITY COUNCIL

Form 6A Building Act 1993 Regulation 113A(1) Building Regulations 2018

Applicant details

Owner name (insert full name of owner making request): _____

Telephone number: _____ Email address: _____

Postal address: _____ Postcode: _____

Address of the adjoining property for which contact details of that property's owner are being sought

The relevant building surveyor has determined, in accordance with Regulation 111 of the *Building Regulations 2018*, that protection work notices are required to be served on the owners of the following properties:

Address: _____

Address: _____

Address: _____

Address: _____

Description of the attempts made to locate the name and address of the owner of the adjoining property for the purpose of serving a protection work notice

(Insert description of attempts made to locate the name and address of the owner of the adjoining property.)

Required attachments

- Copy of *Building Permit Application Form*
- Form 6 — Determination that protection work is required, issued by a relevant building surveyor
- Form 6A — Owner or agent application (this form)

Application fee

An application fee of \$67.25 will be invoiced after assessment of this application.

Declaration

It is an offence under section 246 of the *Building Act 1993* for a person to knowingly make any false or misleading statement or provide any false or misleading information to a person or body carrying out any function under the *Building Act 1993* or the regulations.

I understand my responsibility to protect individual privacy and will handle all property ownership information gained securely. I declare that:

- No information gained in relation to a specific address will be given to other parties.
- No information gained will be used for any purpose other than to facilitate notification to the adjoining property owner of the requirement for protection works as per Part 7 of the *Building Act 1993*.

Signature

Signature of *owner/*owner's agent: _____ Date: _____

*Delete if inapplicable

Submission Details

Please submit the completed form and attachments by email or post.

Email: sbs@gleneira.vic.gov.au

Post: PO Box 2421, Caulfield Junction, VIC 3161

Information privacy

The personal information requested, is required for the provision of the service referred to on this form and will only be shared with those directly responsible for providing that service. If you do not provide the information, Council may not be able to deliver the service. If necessary, and to assist you, your information may be shared with other Council staff. If you would like to know more about information privacy at Glen Eira City Council, please contact Council's privacy officer on 9524 3333 or email privacy@gleneira.vic.gov.au