

# Request for adjoining property owner details for fencing purposes

Fencing Act 1968

Section 14 Amendment 2014 to Fencing Act 1968 enables Council to provide ownership details of an adjoining property for the purposes of erecting a fence. Information will not be provided unless all required details are submitted.

|                          |   |                              |  |
|--------------------------|---|------------------------------|--|
| <b>Applicant details</b> | Owners corporation managers must supply proof they act on behalf of owner of property in question. Managing Agents not listed as ratepayer on Council rates for the property in question must attach tenancy agreement. If applicant is a fencing contractor the quote or work order must be attached to this application. If insufficient information is supplied the application will be rejected and the registered owner notified of the request. |                              |  |
| Given name & Surname     |   | Company name (if applicable) |  |
| Mailing address          |   |                              |  |
| Email                    |   | Contact phone number         |  |

|  |  |
|--|--|
| <b>Property address (job location)</b> |  |
| Address                                |  |
| Rates assessment number                |  |

|  |   |                              |                   |
|--|---|------------------------------|-------------------|
| <b>Registered Property owner's information</b> | If applicant is not the owner of the property (other than a registered managing agent) this section must be filled in by the owner as authorisation to supply information |                              |                   |
| Given name & Surname                           |   | Company name (if applicable) |                   |
| Residential address                            |   |                              |                   |
| Email (where possible)                         |   | Contact phone number         |                   |
| Signature                                      |   | Date                         | ___ / ___ / _____ |

|  |  |
|--|--|
| <b>Property addresses where ownership details are required</b> | If an adjoining property is common property, communication is to be directed to the applicable owners corporation (body corporate). Owners corporation contact details are located on the letterboxes of the shared property. Council does not have a record of owners corporations. |
| Address 1  |  |
| Address 2  |  |
| Address 3  |  |
| Address 4  |  |

|   |  |      |                   |
|---|--|------|-------------------|
| <b>Declaration</b>  |  |      |                   |
| I, the applicant, agree and understand that by accepting this declaration:  |  |      |                   |
| <ul style="list-style-type: none"> <li>I have read and understood Council's Information Privacy Principles which form part of this application.</li> <li>I have attempted to identify the owner of the abutting property but have not been able to obtain the full details that would allow this fencing matter to be finalised.</li> <li>The contact details disclosed by Council will be used solely to facilitate this specific fencing matter and will be kept secure and will not be retained, copied or disseminated for unrelated purposes.</li> <li>If not the owner, I have been requested by the owner to obtain this information.</li> </ul> |  |      |                   |
| Signature   |  | Date | ___ / ___ / _____ |

|   |       |                          |      |                          |           |                          |
|---|-------|--------------------------|------|--------------------------|-----------|--------------------------|
| <b>Preferred method of delivery</b>   | Email | <input type="checkbox"/> | Post | <input type="checkbox"/> | In person | <input type="checkbox"/> |
| Please allow 5 business days for a reply (10 business days if the preferred method of delivery is Australia Post) |       |                          |      |                          |           |                          |

## Information privacy principles in brief

|                                       |   |
|---------------------------------------|---|
| <b>IPP 1 - Collection</b>             | Only necessary personal information will be collected to perform one or more of the Council's functions or activities.  |
| <b>IPP 2 – Use and Disclosure</b>     | A Council may only use or disclose personal information for a “secondary purpose” in specified circumstances, including: the secondary purpose is related to the primary purpose of collection and use or disclosure is within the reasonable expectations of the individual; or the individual has consented.  |
| <b>IPP 3 – Data Quality</b>           | Council must take reasonable steps to ensure personal information is accurate, complete, and up to date.  |
| <b>IPP 4 – Data Security</b>          | Council must take reasonable steps to protect personal information from misuse and loss and from unauthorised access, modification, or disclosure.  |
| <b>IPP 5 - Openness</b>               | Council has its Privacy Policy readily available and accessible on its website <a href="http://www.maroondah.vic.gov.au">www.maroondah.vic.gov.au</a>   |
| <b>IPP 6 – Access and Correction</b>  | Council must take reasonable steps to ensure personal information is accurate, complete, and up to date. Individual have a right to seek access to their personal information and seek corrections.   |
| <b>IPP 7 – Unique Identifiers</b>     | A "unique identifier" is a number assigned by an organisation to an individual to identify that individual but does not consist only of the individual's name. Council will not use or disclose any unique identifiers assigned by other organisations.   |
| <b>IPP 8 - Anonymity</b>              | Wherever lawful and practicable, individuals must have the option of not identifying themselves in transactions with a council. However, this may render some services impracticable.   |
| <b>IPP 9 – Transborder Data Flows</b> | Council may only transfer personal information outside Victoria in circumstances where the information will have appropriate privacy protection.  |
| <b>IPP 10 – Sensitive Information</b> | Sensitive information includes information about an individual's racial or ethnic origin, political opinions, membership of a political, professional or trade association, philosophical or religious beliefs or affiliations, membership of a trade union, sexual preferences or practices or criminal record. Sensitive information must not be collected unless the individual has consented. |

## Privacy Collection Statement

Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy & Data Protection Act 2014 and the Health Records Act 2001. The information you provide on this form is being collected by Maroondah City Council for the strict purpose of conducting Council business. Your information will not be disclosed to any external party without your consent, unless Council is required or authorised to do so by law. Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form. Any access to the information, amendments that may be required or any privacy enquiries may be directed to Council's Privacy Officer & Health Records Officer on 9298 4211 or email - [privacy@maroondah.vic.gov.au](mailto:privacy@maroondah.vic.gov.au)

## Enquiries

Any enquiries regarding this form or the processes for provision of property ownership details are to be directed to Maroondah's Customer Service team on 1300 88 22 33

### Customer Service Use Only

Actioned by

Date

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