



# Request for property information protection works notices

## What you need to do



### Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



### Submit application

This form and supporting documents must be submitted via email or by mail.



### Receive your invoice

Once your application is processed you will receive an invoice within two business days.

## Read before starting

### Privacy Requirements Statement information

The Information Privacy Act 2000 protects the personal information of individuals. The City of Port Phillip takes this responsibility seriously and endeavours to manage and protect personal information in its possession at all times. Council will only use and disclose information for the purpose/s for which it is collected. To this end Council has adopted policies and procedures to protect personal information. Queries regarding Council's handling of information privacy can be directed to the Information Privacy Officer, telephone 9209 6777. Any breach of the assurance given by the Applicant in this document will result in Council refusing to deal with future requests for personal information from the person breaching the assurance.

### Supporting documentation

The following is required to be submitted with your application:

- a copy of the completed Form 6 prepared by the Relevant Building Surveyor as required under Regulation 111 of the Building Regulation 2018.

### How to apply

Submit this form and required supporting documentation:

- ✉ helpbuilding@portphillip.vic.gov.au
- ✉ Municipal Building Surveyor  
City of Port Phillip  
Private Bag 3  
St Kilda VIC 3182

### Further information

- ☎ 03 9209 6253
- 🌐 [portphillip.vic.gov.au/planning-and-building](http://portphillip.vic.gov.au/planning-and-building)

### Application fee

You will receive an invoice for the application fee of \$88.80 once your application is assessed.

## 1 Declaration

I am the:

Owner      Agent of owner

All the information in this application is true and correct.

I have provided all necessary supporting information and documents.

I have provided a copy of the completed Form 6 prepared by the Relevant Building Surveyor as required under Regulation 111 of the Building Regulation 2018

I give written assurance that the contact details for adjoining properties will be used solely to facilitate the service of protection works notices under Part 7 of the Building Regulations 2018. The contact details will not be retained, copied or disseminated for unrelated purposes and will be kept secure.

I have read the Information Privacy Requirements Statement and understand the privacy principles and implications of non-compliance.

## 2 Applicant details

**Requirement:** If the applicant is not the Relevant Building Surveyor, written proof of authorisation to act on behalf of the Relevant Building Surveyor must be attached to this application.

First name

Last name

Unit number

Number

Street name

Suburb / locality

State

Postcode

Best phone number to contact you on

Email

## 3 Subject construction site

Unit number

Number

Street name

Suburb / locality

State

Postcode

## 4 Adjoining property details

I hereby request the adjoining property ownership details for the purpose to serve Protection Works Notices on the adjoining properties:

Adjoining property 1

Adjoining property 2

Adjoining property 3

Unit number    Number

Unit number    Number

Unit number    Number

Street name

Street name

Street name

Suburb / locality

Suburb / locality

Suburb / locality

**5 Relevant building surveyor details**

First name

Last name

Organisation


Best phone number to contact you on

Email

## Office use only

Application  
numberDate  
lodged

## For further information or a large print version

 03 9209 6253  [portphillip.vic.gov.au/planning-and-building](http://portphillip.vic.gov.au/planning-and-building)  [helpbuilding@portphillip.vic.gov.au](mailto:helpbuilding@portphillip.vic.gov.au)

**Privacy policy**

Personal information required on this form is for the purposes of dealing with this request. It will be used solely by Council for this primary purpose or other directly related purposes. The applicant understands that the personal information provided is for the purposes of dealing with the request and he/she may apply to Council for access to and/or amendment of the information. Request for access and/or correction should be made to Council's Information Privacy Officer (phone Council Assist on 9209 6777).