

Request for Adjoining Property Owner Details for Fencing

Pursuant to section 14 of the Fences Act 1968



There are some hard words in this form. The hard words are in **blue**. You can read what they mean on page 2.

Evidence must be provided that this request is for proposed fencing works under the Fences Act 1968. Evidence can include quotes obtained for construction or service or photographic evidence. Other evidence will be considered on a case by case basis.

Property Owner

Name:								
Home address:								
				Postcode				
Postal address:								
				Postcode				
Phone number: Home:		Work:		Mobile:				
Email address:								

Adjoining Property Details

Property 1 address:								
				Postcode				
Property 2 address:								
				Postcode				
Property 3 address:								
				Postcode				

I declare that:

- I am the owner of property _____
Assessment number _____
- I have provided **evidence** that this enquiry relates to a fencing matter.
- I have a legal responsibility through the *Fences Act 1968* to locate the owner/s of the neighbouring property or properties described above, for the purpose of giving a fencing notice.
- The information given to me by East Gippsland Shire Council –
 - a) Is for enforcing my rights under the *Fences Act 1968*;
 - b) Will be used in line with the requirements of the *Privacy and Data Protection Act 2014*;
 - c) Will be destroyed immediately once contact has been initiated.
- East Gippsland Shire Council will not accept responsibility for any injury or legal liability due to my misuse or disclosure of this information.

Signature: _____	Date: ____/____/____
Council Officer signature: _____	

Collection Notice

The East Gippsland Shire Council will use the information provided by you in this form to consider your application under the *Fences Act 1968*. Drivers' licence and evidence of fencing matters are not retained as a Council record. If incorrect information or details are provided Council will be unable to assist you with this request. The East Gippsland Shire Council will only disclose your personal contact information to a third-party where required to do so by law, such as to a State or Commonwealth Government Department or Agency. Information shared in this situation will be in accordance with the requirements of the *Privacy and Data Protection Act 2014*. The East Gippsland Shire Council Privacy Policy that details the management of personal information is available on the Council's website. You may seek access to your personal information held by Council by making a written application to the Privacy Officer at feedback@egipps.vic.gov.au

Request for Adjoining Property Owner Details for Fencing

Pursuant to section 14 of the Fences Act 1968



Council Officer name: _____

Date: ____/____/____

Office Use Only:

Assessment Number: _____

Rates Enquiry Verification of Ownership undertaken: ☐ Yes ☐ No

Evidence of fencing matter attached ☐ Yes ☐ No

Officer's Name: _____ Civica letter generated: ☐ Yes ☐ No

Application entered in Adjoining Property Owner Register ☐ Yes ☐ No

Hard Words

Adjoining: Next to or joined with a piece of land.

Evidence: Service quotation, material quotation or photos of damaged fence

Contact Council



03 5153 9500



feedback@egipps.vic.gov.au



eastgippsland.vic.gov.au



PO Box 1618, Bairnsdale 3875

Customer Service Centres:

- **Bairnsdale:** 273 Main Street
- **Lakes Entrance:** 18 Mechanics Street
- **Mallacoota:** 70 Maurice Avenue
- **Omeo:** 179 Day Avenue
- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 Esplanade

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