



# Property Owner Contact Details – For Service of Protection Work Notice

Use this form to apply to council for the name and address of adjoining property owner – Regulation 113A of the Building Regulations 2018. **Application fee: \$69.10**

**Applicant Details:**     

Owner Name: .....  
Postal Address: .....  
Town: ..... Post Code: ..... Phone number: .....  
Email: .....

**Property Details of adjoining property:**

Lot: ..... Plan Number: ..... Volume: ..... Folio: .....  
Address: .....  
Town: ..... Post Code: .....

**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::**

---

---

---

---

---

---

---

---

*Example:*

**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*

**Note**

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.

**Signature**

Signature of \*owner/\*owner's agent:

Date:

*\*Delete if inapplicable*



South Gippsland  
Shire Council

### **Credit Card Payments:**

Visa     MasterCard    Card No: .....    Expiry Date:.....

Cardholder name: .....

### **\*Mandatory field\***

I hereby declare that the information provided is true and correct. I also understand that any unlawful dishonesty may result in the refusal of this application.

I give South Gippsland Shire Council permission to debit my card of the appropriate application fee, using the information provided

## How to apply:

### **Please provide the following information to support your application:**

An application for Property Owner Contact Details with respect to the Building Regulations siting requirements must contain the following:

- A completed application form.
- Current Copy of Title, (Available online: [www.landata.vic.gov.au](http://www.landata.vic.gov.au))
- Application fee of \$68.90 (non-refundable). Payments via cheque and in-office can only be accepted with hard copy submissions.

### Payment Options



#### In Person

Please present this form with payment and supporting documents to the Council Offices at  
9 Smith Street, Leongatha Vic 3953  
*\*Cash, cheque, credit card, and eftpos available*



#### By Mail

Please post this form with payment and supporting documents to  
South Gippsland Shire Council,  
Private Bag 4, Leongatha Vic 3953  
*\* Cheques or money orders – cheque payable to South Gippsland Shire Council*

South Gippsland Shire Council  
9 Smith Street (Private Bag 4)  
Leongatha Vic 3953  
Telephone: 03 5662 9200  
Facsimile: 03 5662 3754  
Email: [council@southgippsland.vic.gov.au](mailto:council@southgippsland.vic.gov.au)  
Website: [southgippsland.vic.gov.au](http://southgippsland.vic.gov.au)