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| **REQUEST FOR ADJOINING PROPERTY OWNER DETAILS FOR FENCING PURPOSES** |

Property ownership details are considered as personal information under the *Privacy and Data Collection Act 2014* (Vic). Property ownership details will only be made available to private neighbouring property owners or to a registered fencing contractor/managing agent if Council is satisfied the information will be used solely for the purpose of providing a fencing notice in writing in accordance with section 13(3) of the *Fences Amendment Act 2014*. A copy of a fencing notice or a valid quote for works must be submitted with this application.

Council will only provide a first initial, surname and forwarding address to satisfy section 14(2) of the *Fences Amendment Act 2014*.

The applicant to whom property ownership details is made available must declare that the supplied information will be handled securely, will only be used to provide a written fencing notice or fencing quote and that no information obtained in relation to any specific address will be passed on to other parties for any other purpose.

*For issues regarding fencing encroachments please refer to the Dispute Settlement Centre of Victoria for advice. Private information cannot be provided by Council under these circumstances.*

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| **Applicant Details** |  |
| Owner(s) Name  |  |
| Applicant Name *(if different from above ie fencing contractor/managing agent)* |  | Company Name |  |
| Address |  |
| Contact Phone Number |  | Email |  |

Note, if you are not the owner (ie fencing contractor or managing agent) please also provide the owner’s written authority that was given to you to act on their behalf.

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| **Property Address you own / are acting for** |
| Property Address |  |
| Rates Assessment Number |  |

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| **Property Address for which ownership details are required for fencing purposes** |
| Property Address(es) |  |
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| **Attachments to accompany this form***(without the proper attachment your request cannot be processed)* |
| 1 | Fencing notice or quote issued by a registered fencing contractor. |
| 2 | Owner’s written authority (for managing property agents only). |

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| **Declaration**  |
| I understand my responsibility to protect individual privacy and will handle all property ownership information gained securely. The information gained will only be used in **establishing contracts for fencing**.* No information gained in relation to a specific address will be given to other parties and will not be used for any purpose other than to provide a written fencing notice or fencing quote in accordance with section 13(3) of the *Fences Amendment Act 2014*.
* If not the owner, I have been requested by the owner to act on their behalf.
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| Signature |  | Date | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ |

Completed application forms can be emailed to customer.service@whitehorse.vic.gov.au
or posted to Locked Bag 2, Nunawading Delivery Centre VIC 3110