

## Application for Personal Information in Accordance with the *Fences Act 1968*

The *Fences Act 1968* provides that any person wanting to compel any other person to construct or contribute to the construction of a dividing fence, may serve a *Notice to Fence* to the other person. This may require the use of personal property information.

To enable Council to provide you with this information, a written request must be made that indicates the address of the neighbouring property or properties. If the request is lodged by a fencing contractor, the contractor must provide written evidence that they are authorised to act on behalf of the property owner.

A *Notice to Fence* can only be provided to the next-door neighbour, or their agent, of the property in question.

### Applicant's details

Full name:

Property address:

Phone:

Email:

### Registered property owner

The person requesting information, if different from above.

Full name:

Property address:

## **Property details**

If different from above

Property address:

## **Neighbouring properties**

Right address:

Left address:

Rear address:

Other address:

## **Declaration**

By signing this application, I:

1. Undertake to use the personal information requested in this application solely to facilitate a specific fencing matter under the *Fences Act 1968*.
2. Undertake not to use or disclose the personal information for any other purpose without the prior written consent of Council or as required by law.
3. Undertake not to retain, copy or disseminate the personal information for purposes unrelated to the fencing matter.
4. Undertake to keep the personal information secure.
5. Agree to de-identify or destroy the personal information once used for the fencing matter.
6. Confirm that I will not use the personal information for any marketing purpose.

**Signature of applicant**

**Date**

## **Privacy collection statement**

The City of Stonnington is committed to protecting your information privacy in accordance with the *Privacy and Data Protection Act 2014* (Vic). The personal information collected in this application is being collected by the City of Stonnington for the purposes of considering and processing a request for owner or address details for fencing or building purposes.

The personal information collected may also be used by Council for related purposes, including to update your contact details held at Council. Your personal information will not be disclosed to an external party without your consent or unless it is authorised by law.

If the personal information is not provided in your application Council is unable to process your application. If you would like to gain access to your personal information or alter it, please contact Council's Privacy Officer at [council@stonnington.vic.gov.au](mailto:council@stonnington.vic.gov.au)

### **Office use**

If the applicant is an agent or fencing contractor evidence is to be cited and attached certifying that they are authorised to act on behalf of the property owner.

**Completed by:**

**Date:**