

The Fences Act 1968 provides that any person desiring to compel any other person to construct or contribute to the construction of a dividing fence may serve a notice to fence on the other person. This may require the use of personal property information to serve the notice.

To enable Council to provide this information, a written request must be made and must indicate the address, if known, of the neighbouring property or properties. If the request is by a fencing contractor, the contractor must provide written evidence that they are authorised to act on behalf of the property owner. If the request is by an Owners Corporation, the Corporation must provide evidence that they are authorised to act on behalf of the property owners.

Applicant

Name:				
Address:				
Suburb:		State:		Post Code:
Telephone:				
Email:				

Registered property owner (if different from above)

Evidence is to attached certifying that you are authorised to act on behalf of the property owner

Name:				
Address:				
Suburb:		State:		Post Code:
Telephone:				
Email:				

Property details (if different from above)

Address:				
Suburb:		State:		Post Code:

Neighbouring properties

Right:	Address:
Left:	Address:
Rear:	Address:
Other:	Address:

Declaration:

By signing this application, I:

- Undertake to use the personal information requested above (the information) solely to facilitate a specific fencing matter under the Fences Act 1968.
- Undertake not to use or disclose the information for any other purpose without the prior written consent of Council or as required by law.
- Undertake not to retain, copy or disseminate the information for unrelated purposes.
- Undertake to keep the information secure.
- Confirm that Council has informed me about the Information Privacy Principles, which are set out on the reverse of this form.

Applicant signature: _____ Date: ____ / ____ /20____

Information Privacy Principles

Information Privacy Principles (IPPs) are the practical core of the Privacy and Data Protection Act 2014. This is a short summary of the ten Information Privacy Principles.

Collection (IPP 1)	Collect only personal information that is necessary for performance of functions. Advise individuals that they can gain access to personal information.
Use and disclosure (IPP 2)	Use and disclose personal information only for the primary purpose for which it was collected or a secondary purpose the person would reasonably expect. Use for secondary purposes should have the consent of the person.
Data quality (IPP 3)	Make sure personal information is accurate, complete and up to date.
Data security (IPP 4)	Take reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure.
Openness (IPP 5)	Document clearly expressed policies on management of personal information and provide the policies to anyone who asks.
Access and correction (IPP 6)	Individuals have a right to seek access to their personal information and make corrections. Access and correction will be handled mostly under the Victorian Freedom of Information Act.
Unique identifiers (IPP7)	A unique identifier is usually a number assigned to an individual in order to identify the person for the purposes of an organisation's operations. Unique identifiers can facilitate data matching and so diminish privacy. IPP 7 limits the adoption & sharing of unique identifiers.
Anonymity (IPP 8)	Give individuals the option of not identifying themselves when entering transactions with organisations, if that would be lawful and practicable.
Transborder data flows (IPP 9)	Transfer of personal information outside Victoria is restricted. Personal information may be transferred only if the recipient protects privacy under standards similar to Victoria's IPPs.
Sensitive information (IPP 10)	The law restricts collection of sensitive information like an individual's racial or ethnic origin, political views, religious beliefs, sexual preferences, membership of groups or criminal record.

Privacy Statement

The personal information requested on this form is being collected by Maribyrnong City Council for providing adjoining ownership details for fencing purposes in accordance with the *Fencing Act 1968*. The information will be used by Council for these primary purposes or directly related purposes. Council may not be able to assist/provide a service as a consequence of this information not being provided. The information provided will not otherwise be disclosed unless required by law. Requests for access to and/or amendment of the information provided may be made to Council's Privacy Officer on ph: 9688 0200.

Office Use Only

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	<input type="checkbox"/> Confirmed
--	------------------------------------

Completed by:

Name:		Date:	
Signature:			