



Request Owner Details for Fencing Purposes

Assessment number: _____

Applicant's name: _____

Applicant's postal address: _____

Applicant's property address: _____

Phone: _____

I request details of my neighbour for the purpose of fencing.

Property details requested (please also attach a plan showing the properties adjoining yours):

Under privacy provisions in the Privacy and Data Protection Act 2014 (Vic), Council is permitted to provide owners information to assist you to comply with the Fencing Act.

In addition, Council is obliged to be accountable and to take reasonable steps to protect personal information. With this in mind Council requires a written request from you that includes the following:

- Your own name and contact details
- If an agent such as a fencing contractor is applying for the information, proof that they are authorised to act on behalf of the neighbour of the property owner whose contact details are being requested is to be supplied
- Appropriate details of the property affected by the proposed fence
- A written assurance that the contact details will be used solely to facilitate a specific fencing matter, will not be retained, copied or disseminated for unrelated purposes and will be kept secure
- Written acknowledgement that Council has informed the requestor about the Information Privacy Principles and that the formation provided by Council in relation to the Privacy Act has been read.

Signature: _____

Date: _____

Privacy

Macedon Ranges Shire Council will only collect information from you with your knowledge and consent. Council will use personal information provided by you for the purposes for which it was collected. Personal information you provide to Council is protected by the Privacy and Data Protection Act 2014 (Vic). Council will not disclose your personal information to a third party unless required by law.