

East Gippsland Shire Council

273 Main Street (PO Box 1618)
Bairnsdale VIC 3875
Website www.eastgippsland.vic.gov.au
Email feedback@egipps.vic.gov.au
Follow us on Twitter @egsc



Telephone: (03) 5153 9500
Fax: (03) 5153 9576
National Relay Service : 133 677
ABN: 81 957 967 765

Request for **Adjoining** Property Owner Details for Fencing

Pursuant to section 14 of the Fences Act 1968

There are some hard words in this form. The hard words are in **blue**. You can read what they mean on page 2.

Evidence must be provided that this request is for a fencing matter. Evidence can include quotes obtained for construction or service or photographic evidence. Other evidence will be considered on a case by case basis.

Applicant

Name:							
Home address:							
			Postcode				
Postal address:							
			Postcode				
Phone number: Home:		Work:		Mobile:			

Adjoining Property Details

Property 1 address:							
			Postcode				
Property 2 address:							
			Postcode				
Property 3 address:							
			Postcode				

I declare that:

- I am the owner of property _____
Assessment number _____
- I have supplied proof of identification.
- I have provided **evidence** that this enquiry relates to a fencing matter.
- I have a legal responsibility through the *Fences Act 1968* to locate the owner/s of the neighbouring property or properties described above, for the purpose of giving a fencing notice.
- The information given to me by East Gippsland Shire Council –
 - a) Is for enforcing my rights under the *Fences Act 1968*;
 - b) Will be used in line with the requirements of the *Privacy and Data Protection Act 2014*;
 - c) Will be destroyed immediately once contact has been initiated.
- East Gippsland Shire Council will not accept responsibility for any injury or legal liability due to my misuse or disclosure of this information.

Signature:	Date: ____/____/____
Council Officer signature:	
Council Officer name:	Date: ____/____/____

Collection Notice

The East Gippsland Shire Council will use the information provided by you in this form to consider your application under the *Fences Act 1968*. Drivers' licence and evidence of fencing matters are not retained as a Council record. If incorrect information or details are provided Council will be unable to assist you with this request. The East Gippsland Shire Council will only disclose your personal contact information to a third-party where required to do so by law, such as to a State or Commonwealth Government Department or Agency. Information shared in this situation will be in accordance with the requirements of the *Privacy and Data Protection Act 2014*. The East Gippsland Shire Council Information Privacy Policy that details the management of personal information is available on the Council's website. You may seek access to your personal information held by Council by making a written application to the Information Privacy Officer at feedback@egipps.vic.gov.au

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In order to protect your privacy and to comply with Privacy requirements, Council provide the following options and proof of identity requirements.

Options:	Documents or proof of ID requirements:
In Person	Photo ID required by applicant when presenting in person
On-Line	<ul style="list-style-type: none">• Certified copy of photo ID (Australian passport or Australian Drivers licence/learners permit) to be uploaded OR• Identification documents to the value of 100 Point Australian Federal Police Check (see list below)
Mail	<ul style="list-style-type: none">• Certified copy of photo ID (Australian passport or Australian Drivers licence/learners permit) to be included OR• Identification documents to the value of 100 Point Australian Federal Police Check (see list below)

Office Use Only:

Assessment Number: _____

Proof of identity sighted: ☐ Yes ☐ No

Evidence of fencing matter attached ☐ Yes ☐ No

Officer's Name: _____ Pathways letter generated: ☐ Yes ☐ No

Application entered in Adjoining Property Owner Register ☐ Yes ☐ No

Hard Words

Adjoining: Next to or joined with a piece of land.

Evidence: Service quotation, material quotation or photos of damaged fence

Submitting your application:

Mail	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
Electronic	Fax to 03 5153 9576 Email to feedback@egipps.vic.gov.au	
In Person	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 9.00am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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NATIONAL POLICE CHECK (NPC) 100 POINT CHECKLIST FOR IDENTIFICATION DOCUMENTS

A minimum of 100 points of identification has to be provided with an application. Use this as a checklist when preparing your identification documents.

Identification Documents – 100 Point Checklist				
	You must supply at least ONE Primary document Foreign documents must be accompanied by an official translation	Required on document N- Name P – photo A-address S-Signature	Points Worth	Points gained
Tick if included	Primary Documents			
<input type="checkbox"/>	Foreign Passport (current)	N - P	70	
<input type="checkbox"/>	Australian Passport (current or expired within last 2 years but not cancelled)	N - P	70	
<input type="checkbox"/>	Australian Citizen Certificate	N	70	
<input type="checkbox"/>	Full Birth certificate (not birth certificate extract)	N	70	
<input type="checkbox"/>	Certificate of Identity issued by the Australian Government to refugees and non Australian citizens for entry to Australia	N	70	
<input type="checkbox"/>	Australian Driver Licence Learner's Permit	N - A - P	40	
<input type="checkbox"/>	Current (Australian) Tertiary Student Identification Card	N - P	40	
<input type="checkbox"/>	Photo identification card issued for Australian regulatory purposes (e.g. Aviation Maritime Security identification, security industry etc.)	N - P	40	
<input type="checkbox"/>	Government employee ID (Australian Federal State Territory)	N - P	40	
<input type="checkbox"/>	Defence Force Identity Card (with photo or signature)	N - P	40	
	Secondary Documents			
<input type="checkbox"/>	Department of Veterans Affairs (DVA) card	N - A	40	
<input type="checkbox"/>	Centrelink card (with reference number)	N - A	40	
<input type="checkbox"/>	Birth Certificate Extract	N	25	
<input type="checkbox"/>	Birth card (NSW Births, Deaths, Marriages issue only)	N	25	
<input type="checkbox"/>	Medicare card	N	25	
<input type="checkbox"/>	Credit card or account card	N	25	
<input type="checkbox"/>	Australian Marriage certificate (Australian Registry issue only)	N - S	25	
<input type="checkbox"/>	Decree Nisi / Decree Absolute (Australian Registry issue only)	N - S	25	
<input type="checkbox"/>	Change of name certificate (Australian Registry issue only)	N - S	25	
<input type="checkbox"/>	Bank statement (showing transactions)	N - A	25	
<input type="checkbox"/>	Property lease agreement – current address	N - A	25	
<input type="checkbox"/>	Taxation assessment notice	N - A	25	
<input type="checkbox"/>	Australian Mortgage Documents – Current address	N - A	25	
<input type="checkbox"/>	Rating Authority – Current address e.g. Land Rates	N - A	25	
<input type="checkbox"/>	Utility Bill – electricity, gas, telephone – Current address (less than 12 months old)	N - A	20	
<input type="checkbox"/>	Reference form indigenous Organisation	N - P	20	
<input type="checkbox"/>	Documents issued outside Australia (equivalent to Australian Documents) Must have official translation attached	N - P	20	
Total points provided (minimum 100)				

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