

**PROPERTY INFORMATION REQUEST  
FOR  
“FENCING/DANGEROUS TREES PURPOSES”  
ONLY**

TO FACILITATE REQUIREMENTS OF  
SECTION 6 OF THE FENCES ACT 1968 (VIC)  
AND THE FUNCTIONS OF COUNCIL

**Fax Request To: 9518 3672**

**COMPLETE DETAILS**

1	<b>APPLICANT –</b> PERSON REQUESTING INFORMATION  (If the applicant is the owner of the property to be fenced go straight to question 4)	Name:
		Address:
		Daytime contact ☎:
		Facsimile:
2	<b>CLIENT –</b> NAME & ADDRESS OF CLIENT FOR WHOM INFORMATION IS REQUIRED	Name:
		Address:
3	<b>AUTHORISATION –</b> YOU MUST ATTACH PROOF TO ACT ON YOUR CLIENT’S BEHALF	Authorisation attached: YES <input type="checkbox"/>
4	<b>PURPOSE FOR REQUEST -</b> PLEASE TICK THE APPROPRIATE BOX	Fencing: <input type="checkbox"/> Dangerous Trees: <input type="checkbox"/>
5	<b>LIST PROPERTIES TO BE FENCED –</b>  • APPLICANTS PROPERTY ADDRESS  • ADDRESS OF PROPERTY/S FOR WHICH INFORMATION IS REQUIRED (If multiple prop addresses are required list all)	Applicants property address:
		Information property first address:
		Information property second address:
		Information property third address:

**INFORMATION PRIVACY REQUIREMENTS**

*(Refer to the back of this Application Form for a Summary of the Privacy Principles)*

6	<p>The Information Privacy Act 2000 protects the personal information of individuals. The City of Monash takes this responsibility seriously and endeavours to manage and protect personal information in its possession at all times. The Council will only use and disclose information for the purpose/s for which it is collected.</p> <p>To this end the Council has adopted policies and procedures to protect personal information. These policies and procedures are available at Council’s web site <a href="http://www.monash.vic.gov.au">www.monash.vic.gov.au</a>. Queries regarding Council’s handling of information privacy can be directed to the Information Privacy Officer, telephone 9518 3517.</p> <p>Any breach of the assurance given by the Applicant in this document will result in the Council refusing to deal with future requests for personal information from the person breaching the assurance.</p>	
7	<p><b>INFORMATION PRIVACY DECLARATION</b> To be signed by the applicant requesting the information as shown in “1” above.</p> <p><b>PRINT FULL NAME:</b> .....</p>	<p>I give written assurance that the contact details will be used solely to facilitate a specific fencing or dangerous trees matter as stated above. The contact details will not be retained, copied or disseminated for unrelated purposes and will be kept secure. I also witness that I have read the Information Privacy Statement and understand the privacy principles and implications of non-compliance.</p> <p><b>SIGNED:</b> ..... <b>DATE:</b> .....</p>

<b>OFFICE USE ONLY:</b>	<b>CERTIFICATE NUMBER</b>	<b>APPLICATION PROCESSED BY</b>	<b>DATE ISSUED</b>
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# Victoria's Information Privacy Principles (IPPs) Summary

## **IPP 1 COLLECTION**

Collect only personal information that is necessary for performance of functions.  
Advise individuals that they can gain access to personal information.

## **IPP 2 USE AND DISCLOSURE**

Use and disclose personal information only for the primary purpose for which it was collected or a secondary purpose the person would reasonably expect. Uses for secondary purposes should have the consent of the person.

## **IPP 3 DATA QUALITY**

Make sure personal information is accurate, complete and up to date.

## **IPP 4 DATA SECURITY**

Take reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure.

## **IPP 5 OPENNESS**

Document clearly expressed policies on management of personal information and provide the policies to anyone who asks.

## **IPP 6 ACCESS AND CORRECTION**

Individuals have a right to seek access to their personal information and seek corrections.  
Access and correction will be handled mostly under the Victorian Freedom of Information Act.

## **IPP 7 UNIQUE IDENTIFIERS**

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. Tax File Numbers and Drivers Licence Numbers are examples. Unique identifiers can facilitate data matching. Data matching can diminish privacy.  
IPP 7 limits the adoption of sharing unique identifiers.

## **IPP 8 ANONYMITY**

Give individuals the option of not identifying themselves when entering transactions with organisations, if that would be lawful and feasible.

## **IPP 9 TRANSBORDER DATA FLOWS**

Basically, if your personal information travels, your privacy protection should travel with it. 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.

## **IPP 10 SENSITIVE INFORMATION**

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.

*Note: The full text of Information Privacy Principles forms schedule 1 of the Information privacy Act 2000 (Vic).  
To determine legal rights and responsibilities, use full version, not this summary.*