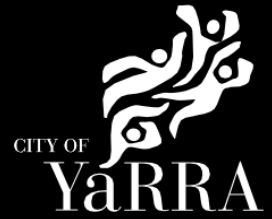


# How to Request Adjoining Owners Details



Click on the following Link	<a href="https://www.yarracity.vic.gov.au/services/building-in-yarra/information-requests#accordion-request-adjoining-owners-details">Building permit applications   Yarra City Council</a>
Or enter following details into your web browser	<a href="https://www.yarracity.vic.gov.au/services/building-in-yarra/information-requests#accordion-request-adjoining-owners-details">https://www.yarracity.vic.gov.au/services/building-in-yarra/information-requests#accordion-request-adjoining-owners-details</a>
Scroll down and expand accordion <b>REQUEST ADJOINING OWNERS DETAILS</b> and click on <b>APPLY ONLINE</b>	<p>The screenshot shows a web page titled "PROPERTY INFORMATION REQUEST". It has a sub-header "You can request building documents or property information from us." Below this is a list of three options: "REQUEST BUILDING DOCUMENTS", "REQUEST PROPERTY INFORMATION", and "REQUEST ADJOINING OWNER'S DETAILS". The third option is selected, indicated by a green checkmark. Below the list are sections for "When are adjoining owners details required?", "How do I apply?", and "How long will it take?". The "APPLY ONLINE" button is highlighted with a red box.</p>
Agree to the <i>Terms and Conditions</i> and click <b>Continue</b>	<p>The screenshot shows a "Terms and Conditions" page. It features a green box with a warning icon and the text "Yarra eServices Terms and Conditions of Use:". Below this, it states that access to the service is restricted to owners of property within the City of Yarra. It then asks the user to acknowledge that they have read and understood the terms and conditions. There are three links: "Read our Terms and Conditions", "Read our privacy statement", and "Read our disclaimer". At the bottom, there is a checkbox labeled "I Agree to the Terms and Conditions" which is checked, and a green "CONTINUE" button.</p>

Complete **Application Information** (Step 1) questions and click **Next**

**RBS Reference** - As part of the requesting adjoining owner's details process, please provide your Building Practitioner Registration Number. In some instances, Building Services Business Support Unit will contact you to confirm the request and check the details with you.

**Council Reference – example of Council reference format:**

- eBAYY/NNNNN
- eRCYY/NNNNN
- PWYY/NNNN.

Step 1 of 6

- ▶ Application Information
- Property Address
- Adjoining Property
- Delivery Email Address
- File Attachments
- Summary Information

✖ Cancel Application


🛒 Shopping Cart

## Application Information

### Application Summary

#### Building Request for Information - Adjoining Owners Details

Information available through an adjoining property owner's details application includes the adjoining property owner's name and postal address, so they can be notified of proposed building works which may affect their property.

 You can only apply for adjoining property owners details if your building works have obligations under the current *Building Act* to protect adjoining properties from potential damage or to obtain require comments and signed documents required by the current *Building Act*.

Note: If you are seeking owner's details for any other purpose, please contact [Landata Victoria](#) from the Department of Environment, Land, Water and Planning.


#### Application Description

Note: maximum character limit of 1000. If you wish to exceed this character limit please attach supporting documentation at the *File Attachments* step.


Description

#### Request Adjoining Property Owners Details

Note: Fields with an asterisk (\*) are mandatory.


 As part of the requesting adjoining owner's details process, please provide your **Building Practitioner Registration Number**. In some instances, Building Services Business Support Unit will contact you to confirm the request and check the details with you.

RBS Reference\*

 If this is in relation to an existing building application or report & consent, please enter the council reference number for your application.

Council Reference\*

**Declaration**

 I declare that all the information provided in this application is true and correct.

I am aware that it is against the law to provide false or misleading information, which could result in cancellation of a permit or request and criminal proceedings.

I agree to the Declaration terms\*

**Property Address (Step 2)** using the Fast Search enter the address of the property associated to your request

## Property Address

### Application Summary

Section 80 Notification to Council - Section 80

### Property Search

 Search for a property or land location for this step of your application.

**Address** Land

Fast Search  **SEARCH**  
Access Key: F

Advanced Search

Unit Number

House Number

Street Name

Suburb

Postcode

**CLEAR** **SEARCH**

**PREVIOUS**

**NEXT**

The address will appear under formatted address.

Click **Next**

YARRA

Step 2 of 8

 Application Information

**Property Address**

Other Associated Property

Contact Person

Property Owner

Delivery Email Address

File Attachments

Summary Information

 Cancel Application


 Shopping Cart

## Property Address

### Application Summary

Planning Permit Applications - Planning Permit

### Property Search

 Specify the address of the land below. Search for the relevant address using either the **Address** tab using the street address, or alternatively use the **Land** tab to search via lot and plan.  
If this application relates to more than one address, additional addresses can be added in the next step.

**Address** Land

Use the 'Fast Search' search field below to search for an address in standard format. For example, '333 Bridge Road'. Results will appear at the base of this page.

Fast Search  **SEARCH**

Alternatively, use a combination of the search fields below to further refine your address search. Ticking the 'Advanced Search' box will allow searching via range, or property name. Results will appear at the base of this page.

Advanced Search

Unit Number

House Number

Street Name

Suburb

Postcode

**CLEAR** **SEARCH**

Formatted Address	Legal Description
* 325-333 Bridge Rd Richmond VIC 3121	NO legal fields are recorded on this land parcel

**PREVIOUS**

**NEXT**

## Complete Adjoining Owners Step

Specify the address(es) of the adjoining properties / land below. Search for the relevant address using either the **Address** tab using the street address, or alternatively use the **Land** tab to search via lot and plan.

If you are requesting more than one adjoining property, simply repeat the search and **add additional address(es)**.

Click **Next**

If you are requesting more than one adjoining property, simply repeat the search and **add additional address(es)**.

Click **Add** and repeat search until all properties are added.

Step 3 of 7

- Application Information
- Property Address
- Private Building Surveyor

Builder (if known)  
Delivery Email Address  
File Attachments  
Summary Information

Cancel Application  
Shopping Cart

### Private Building Surveyor

#### Application Summary

Section 80 Notification to Council - Section 80

Please provide all required fields to add a new name association to your application. Business must be selected to add your ABN/AICN.

Please select applicable:  Person  Business

Given Names\*  
Surname\*  
Address Detail\*  
Suburb\*  
Postcode\*

Please enter at least one daytime contact number\*

Home Phone  
Work Phone  
Mobile Phone  
Email Address

PREVIOUS CLEAR NEXT

Address Land

Fast Search: Gleadell SEARCH

Advanced Search

Unit Number  
House Number  
Street Name  
Suburb  
Postcode

CLEAR SEARCH

Formatted Address	Legal Description
<input type="checkbox"/> 2-4 Gleadell St Richmond VIC 3121	NO legal fields are recorded on this land parcel
<input checked="" type="checkbox"/> 5 Gleadell St Richmond VIC 3121	Gleadell St Market
<input checked="" type="checkbox"/> 6 Gleadell St Richmond VIC 3121	Lot 4B
<input checked="" type="checkbox"/> 7 Gleadell St Richmond VIC 3121	Vol 1014 Fol 717
<input type="checkbox"/> 11 Gleadell St Richmond VIC 3121	NO legal fields are recorded on this land parcel
<input type="checkbox"/> 13 Gleadell St Richmond VIC 3121	Lot 1 TP 147999E Vol 9060 Fol 071
<input type="checkbox"/> 16 Gleadell St Richmond VIC 3121	NO legal fields are recorded on this land parcel
<input type="checkbox"/> Floor 2 31 Gleadell St Richmond VIC 3121	Vol 9506 Fol 795
<input type="checkbox"/> Floor 1 1/31 Gleadell St Richmond VIC 3121	Vol 9506 Fol 795

Page 1 2

ADD

Once all properties are added click **Next**

**Added Properties**

Legal Description	Address Detail	Remove
Gleadell St Market	5 Gleadell St Richmond VIC 3121	✘
Lot 4B	6 Gleadell St Richmond VIC 3121	✘
Vol 1014 Fol 717	7 Gleadell St Richmond VIC 3121	✘

**PREVIOUS** **NEXT**

### Complete **Delievery Email Address** details (step 4)

*The below email address will be used to communicate with you about your permit. This includes general communication, invoices etc*

*Please add relevant email address, even if you have added them in previous steps.*

Once the delievery email is added click **NEXT**

Step 4 of 6 **Delivery Email Address**

Application Information  
Property Address  
Adjoining Property  
Delivery Email Address  
File Attachments

**Application Summary**  
Building Request for Information - Adjoining Owners Details

Please provide a valid email address. This email address will be used to send you information relevant to your application.

Summary Information  
Email Address: vincentm@yarracity.vic.gov.au

Cancel Application  
Shopping Cart

**PREVIOUS** **CLEAR** **NEXT**

### Complete **File Attachment** (step 5)

The attachment types marked with Asterix are mandatory.

You must ensure that the documents you attached are saved in the accepted file type before uploading.

#### How to upload each document:

- Select Attachment Type
- Click on Choose File
- Select File
- Click on Upload
- Attachments once uploaded will appear under **Uploaded Files**

When uploading documents online there is a file size limit of 128 megabyte per attachment. If a document is larger than this, you will need to reduce the size of it / upload documents separately.

Or click **SKIP**

Step 5 of 6 **File Attachments**

Application Information  
Property Address  
Adjoining Property  
Delivery Email Address  
File Attachments  
Summary Information

**Application Summary**  
Building Request for Information - Adjoining Owners Details

Upload any files relevant to your application that meet the file type requirements.

Attachment Type	Accepted File Types
Supporting Documentation Any relevant or required document or information.	DOC,DOCX,PDF,PNG,JPG,JPEG

Upload a File

**CHOOSE FILE** No file chosen

**CLEAR** **UPLOAD**

Uploaded Files

No Records Added

**PREVIOUS** **SKIP** **NEXT**

Only a private building surveyor can apply for this. However, you can apply if you are an owner, architect or builder, but you must upload a **completed Form 6** with your application (which advises the private building surveyor that you are requesting these details).

**Step 6 – Summary Information and click Continue**

Step 6 of 6

- Application Information
- Property Address
- Adjoining Property
- Delivery Email Address
- File Attachments
- Summary Information

**Summary Information**

It is your responsibility to check that all of the details are correct. Check the details below. You can adjust any of the information by clicking on the heading link above the heading on the section or click on the steps on the left-hand side of the screen.  
You can return to this Summary by clicking on the Summary link on the left-hand side of the screen.  
**Note: You will be required to enter Applicant information in the next step.**

**Application Information**

Description	Bla bla
RBS Reference*	568975
Council Reference*	10000
I agree to the Declaration terms*	I accept this Declaration

**Property Address**

Address: 325-333 Bridge Rd Richmond VIC 3121

**Adjoining Property**

Address: 7 Gleadell St Richmond VIC 3121

Address: 5 Gleadell St Richmond VIC 3121

Address: 6 Gleadell St Richmond VIC 3121

**Delivery Email Address**

Email Address: vincentm@yarra.vic.gov.au

**File Attachments**

No Information Supplied

After clicking Continue below, you will be prompted to complete the details of the Applicant (person or entity applying for this permit or request).  
**By continuing below, I declare that I am the applicant and that the information in this application is true and correct. Remember it is against the law to provide false or misleading information, and if I do it could result in cancellation of the application, permit or request.**

**CONTINUE**

**Enter Applicant and click Complete**

**YARRA**

Application Tracking

- Application Search
- All Building Applications
- All Planning Applications
- Advertised Planning Applications
- Heritage Victoria Referrals

Online Applications

- Shopping Cart
- Submit an Application

Online Payments

- Animal Payment
- Application Payment
- Debtor Payment
- Infringement Payment

User Information

- Forgotten Password
- Register

**Applicant**

**Name Details**

**Recently Used Names:**

Select	Given Names	Name
<a href="#">Select</a>	Maimie	Vincent
<a href="#">Select</a>	Joshua	Brandsema

Please select applicable:  Person  Business

Given Names:

Surname\*:

Address\*:

Suburb\*:

Postcode\*:

**Contact Details**

Email Address\*:

Please enter at least one daytime contact number\*

Home Phone:

Work Phone:

Mobile Phone:

**PREVIOUS** **COMPLETE**

If you would like a copy of the application Click **Print** and this allows you to save the summary as a PDF or print a hard copy.

**Note:** Invoice will be emailed within 5 business days