

**FORM 3  
PROTECTION WORK NOTICE**

Building Act 1993 Building Interim Regulations 2017 Regulation 602(2) 602(3)

**TO:**

Adjoining Owner: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postcode \_\_\_\_\_

**RELEVANT BUILDING SURVEYOR:**

**SP Building Surveyors**  
**Andrew Black Registration No: BS-L 34029**  
133 Shannon Avenue  
MANIFOLD HEIGHTS VIC 3128  
Phone: (03) 9790 1033  
Email: [info@spbuildingsurveyors.com.au](mailto:info@spbuildingsurveyors.com.au)

**FROM:**

Owner/Agent: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postcode \_\_\_\_\_

Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

**In accordance with section 84 of the Building Act 1993, I give notice of my intention to carry out building work on my land and request your agreement to the proposed protection work.**

**PROJECT DESCRIPTION:** \_\_\_\_\_

**PROPERTY DETAILS:**

Number \_\_\_\_\_ Street/Road \_\_\_\_\_ Suburb \_\_\_\_\_

Lot \_\_\_\_\_ LP/PS \_\_\_\_\_ Volume \_\_\_\_\_ Folio \_\_\_\_\_

Municipal District \_\_\_\_\_

**ADJOINING PROPERTY DETAILS:**

Number \_\_\_\_\_ Street/Road \_\_\_\_\_ Suburb \_\_\_\_\_

Lot \_\_\_\_\_ LP/PS \_\_\_\_\_ Volume \_\_\_\_\_ Folio \_\_\_\_\_

Municipal District \_\_\_\_\_

**PROTECTION WORK AND PROGRAM:**

Nature, location, time and duration of protection works:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:**

**Signature of Owner/Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*If forms delivered in person, the adjoining owner must sign and date a duplicate of this form. The signed form must be returned to our office as evidence of that the 14 day period of response has commenced.**

**Signature of Adjoining Owner:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**NOTE:** Under section 85 of the **Building Act 1993**, the adjoining owner must respond to a notice under section 84 of that Act by giving to the owner within 14 days a notice under section 85 of that Act - (i) agreeing to the proposed protection work; or (ii) disagreeing with the proposed protection work; or (iii) requiring more information.

**Failure to respond will be taken as agreement to the proposed protection work.**

In the case of (ii) and (iii) above, a copy of the notice under section 85 of that Act must also be given to the relevant building surveyor. (See regulations 602(4) and 602(5) and Form 4).