Statutory Declaration

***Building Act 1993* - Section 236 (Service of Documents - Generally)**

1. My details are as per the following:

|  |  |  |
| --- | --- | --- |
| *Insert the name, address and occupation (or alternatively,* unemployed *or* retired*) of person making the statutory declaration.* | *I,* |  |
|  | *(Name)* |
| *Of:* |  |
|  | *(Address)* |
| *Occupation:* |  |
|  | *(Specify occupation)* |
| make the following statutory declaration under the **Oaths and Affirmations Act 2018:** | |

1. I served documents on the adjoining property owner/s as per the following:

|  |  |
| --- | --- |
| *Insert the name, address and adjoining property details of the person documents were served on* |  |
| *(Adjoining property owner’s name/s)* |
|  |
| *(Adjoining Property address)* |
|  |
| *(Adjoining property owners address)* |

1. The purpose of serving documents on the adjoining property owner/s specified Section 2 above relate to the following regulated matters under the ***Building Regulations 2018***:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Checkmark all that apply.* | 73 | 74 | 74A | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 86 | 86A | 86B | 87 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. I declare that the following documents were served on the adjoining property owner/s specified in Section 2 above:

|  |  |
| --- | --- |
| *Specify and list all documents served.* | 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |

1. I declare that the method of service of documents on the adjoining property owner/s specified in Section 2 above was as per the following:

|  |  |  |  |
| --- | --- | --- | --- |
| *Checkmark the method of service of documents and provide relevant details accordingly.*  *Ensure you comply with the declarations before signing this document.* |  | **In person, to the adjoining property owner/s** | |
| At: |  |
|  | *(Location of Service)* |
| * I declare that documents listed in Section 4 above were served on the adjoining property owner/s specified in Section 2 above. * I declare that when I served the documents on the adjoining property owner/s, I confirmed their identity (name/s) and as being the adjoining property owner/s. * I declare that documentation was served by Registered Post, and a copy of the delivery receipt is attached confirming the adjoining property owner received all documentation specified in Section 4 above. | | |
|  |  | |
|  | **Registered Post, to the adjoining property owner/s** | |
| * I declare that documents listed in Section 4 above were served on the adjoining property owner/s specified in Section 2 above. * I declare that documentation was served by Registered Post, and a copy of the delivery receipt is attached confirming the adjoining property owner received all documentation specified in Section 4 above. * I declare that the postal address is the adjoining property owners’ usual or last known place of residence or business, and was not sent to a Post Office Box (PO BOX). | | |
|  |  | |
|  | **Left at the adjoining property owners usual or last know place of residence or business with a person apparently not less than 16 years of age and apparently residing or employed at that place** | |
| * I declare that documents listed in Section 4 above were served on the adjoining property owner/s specified in Section 2 above. * I declare that documentation was left at the adjoining property owners usual or last know place of residence or business with a person apparently not less than 16 years of age and apparently residing or employed at that place. | | |

1. I declare that despite serving documents as specified in Sections 1 to 5 above on the adjoining property owner/s, it has been more than 14-days (plus an additional 3-days for postal service delays) since the service of the documents. I further declare that the adjoining property owner/s have not responded by either agreeing or disagreeing with the proposed matters specified in Section 3 above via post, email or other forms of written communication.
2. I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

|  |  |  |
| --- | --- | --- |
| *Signature of person making the declaration* |  | |
| *(Signature)* | |
|  | |
| *(Name)* | |
| *Declared at:* |  |
|  | *(Place – City, Town or Suburb)* |
| *On:* |  |
|  | *(Date)* |

1. I am an ***authorized statutory declaration witness[[1]](#footnote-1)*** and I sign this document in the presence of the person making the declaration. I confirm that I have no family connection with the person making this declaration. I also confirm I have no perceived, actual or potential conflict of interest in witnessing this declaration.

|  |  |  |
| --- | --- | --- |
| *Signature of person making the declaration* |  | |
| *(Signature)* | |
|  | |
| *(Name)* | |
| *On:* |  |
|  | *(Date)* |

1. A list of ***authorized statutory declaration witnesses*** can be found at <https://www.vic.gov.au/20-jps-authorised-witnesses-and-notaries-public> [↑](#footnote-ref-1)