

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:**

2. 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)

3. 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 <input type="checkbox"/>	74 <input type="checkbox"/>	74A <input type="checkbox"/>	75 <input type="checkbox"/>	76 <input type="checkbox"/>	77 <input type="checkbox"/>	78 <input type="checkbox"/>	79 <input type="checkbox"/>	80 <input type="checkbox"/>	81 <input type="checkbox"/>	82 <input type="checkbox"/>	83 <input type="checkbox"/>	84 <input type="checkbox"/>	85 <input type="checkbox"/>
86 <input type="checkbox"/>	86A <input type="checkbox"/>	86B <input type="checkbox"/>	87 <input type="checkbox"/>	89 <input type="checkbox"/>	90 <input type="checkbox"/>	91 <input type="checkbox"/>	92 <input type="checkbox"/>	93 <input type="checkbox"/>	94 <input type="checkbox"/>	95 <input type="checkbox"/>	96 <input type="checkbox"/>	97 <input type="checkbox"/>	

4. 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.

5. 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.

☐ **In person, to the adjoining property owner/s**

At:

(Location of Service)

Ensure you comply with the declarations before signing this document.

- 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.
- A photograph of the completed registered post envelope addressed to the adjoining neighbour is attached.
- 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.
- A photograph of the completed envelope/documents addressed to the affected adjoining neighbour and left at their last know place of residence or business is attached.
- 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.

6. 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.

7. 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)

8. I am an **authorized statutory declaration witness**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-authorized-witnesses-and-notaries-public>