Building Compliance Request Form

Thank you for contacting the City of Armadale's Building Compliance officers regarding this matter.

To submit your request, please complete the form over the page and return it to the City by one of the following methods:

EMAIL	info@armadale.wa.gov.au
IN PERSON	City of Armadale Administration Building 7 Orchard Avenue ARMADALE WA 6112
POST	Building Compliance City of Armadale Locked Bag 2 ARMADALE WA 6992

To ensure that this matter is appropriately investigated, it is important that you provide as much detail as possible.

Please contact the City's Building Compliance Officers on 9394 5000 should you require further information or assistance lodging your request.

Please note the following:

- Anonymous requests will only be investigated in exceptional circumstances.
- The City receives a large number of requests relating to various matters and these matters are dealt with in order of priority, as determined by the City.
- Building Compliance investigations may take time to achieve a resolution.
- Officers may choose not to investigate matters that are deemed vexatious in nature.
- If a request is deemed a civil matter, such as a dividing fence issue, damage to private property or tenancy disputes, compliance officers may refer you to an alternative organisation.
- The City is subject to the *Freedom of Information Act 1992* and P*rivacy and Responsible Information Sharing Act 2024.*

Building Compliance Request Form

Applicant details

Name			
Email			
Contact no	**(H)**	**(W)**	**(M)**
Address			
Suburb			
Date			

Details of request

Address of the property of concern	
Is there a danger to persons or property?	
How does the issue impact you?	
Details of service request	

Where appropriate, Building Compliance officers will keep you updated with the investigation outcome

Collection Notice - Building Services

The City of Armadale Building Services collects personal information, including e.g. name, address, contact details, date of birth, photographs, payment information, health information (if applicable) to fulfil the specific purpose of the information being submitted.

The City collects this information to administer and deliver the various requested investigations, services and programs, to carry out its functions as a local government and fulfil its legal obligations.

If you choose not to provide the requested information, the City may be unable to provide the requested service.

The City may use and disclose your personal information for the purpose described above, for related purposes that you would reasonably expect, and where authorised or required by law. This may include disclosure to City contractors, service providers, government agencies, sporting associations, event organisers, emergency services, insurers, and consultants.

Where a form or written correspondence is completed through an online platform, the information you provide will be transmitted to and stored within the City's approved information systems and those of its contracted service providers.

The City does not ordinarily disclose personal information to third parties or outside Australia. Where disclosure to third parties or outside Australia is necessary, the City will take reasonable steps to ensure appropriate safeguards are in place and that the disclosure is consistent with applicable privacy obligations.

The City manages personal information in accordance with the *Privacy and Responsible Information Sharing Act 2024* (WA), other applicable laws and the City's Privacy and Information Sharing Policy.

You may request access to, or correct, your personal information, or make a privacy

complaint, by contacting the City of Armadale's Privacy Officer:

Email: privacy@armadale.wa.gov.au Phone: (08) 9394 5000

Post: Locked Bag 2, Armadale WA 6112