

# **CHECKLIST FOR SERVING OF PROTECTION WORK**

## **NOTICES FORMS 7 & 8**

It is important to serve the protection work notices (Forms 7 and 8) to the adjoining owner(s) correctly and include all the relevant information (plans and reports) so that the adjoining owner can make an informed decision about the proposed protection work.

The list below is provided to help you serve the Forms 7 and 8 correctly.

### **Checklist**

Check that the adjoining owner's mailing address is correct on the Forms 7 & 8. You can ask Watershed to obtain this information from Council. The owners may not live at the adjoining property.

All sections of the Form 7 are completed and enough information is provided on the proposed protection work (eg description, addresses, nature, time, duration etc).

A copy of the working drawings, structural plans and soil report are provided to the adjoining owner with the Notices.

Form 7 Notice has been signed and dated by the person serving the Notices.

Form 8 Response Notice includes the address and phone number of the person who is serving the Notices. This form is to be signed by the adjoining owners or their agent.

The following documents must be served on the adjoining owner with the Forms 7 & 8.

- A. The building surveyor's determination (Form 6) that protection work is required.
- B. The protection work approved statement from the VBA (attached).
- C. Plans and specifications (working drawings, structural plans, soil report, etc)

A copy of all served documents (eg Forms 7 and 8, plans and soil report) are provided to Watershed.

If the Notices are served by mail, serve them by express post and provide the mail receipt to Watershed.

If the Notices are served in person, you must confirm that the person is related to the adjoining owner and get a name and a date and time that the documents were served.

**FORM 7**

Regulation 113  
**Building Act 1993**  
Building Regulations 2018

**PROTECTION WORK NOTICE**

**To:** (person that needs to respond to this notice)

Adjoining owner .....  
Postal address ..... Postcode.....  
Email .....

**Relevant Building Surveyor:** (person that has received an application for a building permit)

Relevant building surveyor: **Ari Loupatatzis or Matthew Curtain**  
Postal address: **Suite 2/75 Robinson Street Dandenong 3175 or  
6a Seymour Street Traralgon 3844**  
Contact email address: [dandenong@watershedbc.com.au](mailto:dandenong@watershedbc.com.au) Dandenong Office or  
[gippsland@watershedbc.com.au](mailto:gippsland@watershedbc.com.au) Traralgon Office  
Contact person **Ari or Matt** Telephone **9791 3355 or 5176 5888**

**Adjoining owner's property details (the adjoining property)**

Number	Street / Road		City / Suburb /Town			Postcode
Lot/s		LP/PS		Volume		Folio
Crown allotment		Section		Parish		County

**From:** (person that is serving this notice)

Name of Owner/agent .....  
Postal address ..... Postcode .....  
Contact person .....  
Email ..... Telephone .....

**Owner's property details (the construction site)**

Number	Street / Road		City / Suburb /Town			Postcode
Lot/s		LP/PS		Volume		Folio
Crown allotment		Section		Parish		County

**NOTICE**

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

**Details of proposed building work** (insert details including details about damage etc that may be caused to adjoining property)

Description: .....  
.....

## Details of proposed protection work

(each section below must be completed, insert the nature, location, time and duration of the proposed protection work, including the extent to which access to the adjoining property will be required for the purpose of undertaking the proposed protection work)

**Nature:** (list protection work measures to be provided e.g. underpinning, overhead protection, temporary hoarding or shoring)

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**Location:** (eg front section of shared boundary between No.16 and No. 18)

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**Time:** (hours of site work) .....

**Duration:** (Length of time for the protection work, not the actual building work. Specify start date and completion date)

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.....  
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## Information about protection of an adjoining owner under the Building Act 1993 in relation to proposed protection work

In accordance with section 92 of the **Building Act 1993**, at any time after this notice is given to the adjoining owner, the relevant building surveyor must make available to the adjoining owner, on request, for inspection, without charge, any plans, drawings and specifications of the proposed building work in the possession or control of the relevant building surveyor. The relevant building surveyor's name and contact details are on page 1 of this notice.

If the proposed protection work is agreed to by the adjoining owner or determined as being appropriate by the relevant building surveyor under section 87(1) of the **Building Act 1993** or by the Building Appeals Board under section 141 of the **Building Act 1993** (as the case requires), the owner must—

- (a) before the commencement of any protection work—
  - (i) ensure that a contract of insurance is in force in accordance with section 93 of the **Building Act 1993** against damage by the protection work to the adjoining property and other liabilities described in that section; and
  - (ii) make a full and adequate survey of the adjoining property in accordance with section 94 of the **Building Act 1993**; and
- (b) pay to an adjoining owner all costs and expenses necessarily incurred by the adjoining owner in assessing proposed protection work and in supervising the carrying out of protection work in relation to an adjoining property in accordance with section 97 of the **Building Act 1993**; and
- (c) compensate an adjoining owner or an adjoining occupier for inconvenience, loss or damage suffered by the adjoining owner or adjoining occupier in connection with the carrying out of protection work in accordance with section 98 of the **Building Act 1993** or an order of the Building Appeals Board under section 159 of that Act.

The following documents **must be** provided to the adjoining owner with this Protection Work Notice:

The building surveyor's determination (Form 6) which confirms that protection work is required.

The protection work response notice for the adjoining owner to complete (Form 8).

The protection work approved statement from the Victorian Building Authority.

Working drawings that show proposed location and nature of the building work and protection work near the allotment boundary.

Structural plans that show proposed location and nature of the building work and protection work near the allotment boundary.

Structural engineer's certification certificate.

Soil report.

Signature of owner or agent .....

Print name .....

Date.....

**STATUTORY DECLARATION**  
**SERVICE OF PROTECTION WORK NOTICES**

To: **Relevant Building Surveyor of Watershed Building Consultants**

I, (name of owner/agent) .....of  
(address).....

do solemnly and sincerely declare that in accordance with Section 84 of the Building Act 1993 (“the Act”), I served protection work notices (Forms 7 & 8) on all adjoining owner(s) at the following addresses (list addresses below):

.....  
.....  
.....  
.....  
.....

These documents were served by (insert how served) .....

ON (insert date on which served).....

A full copy of all served documents is attached to this declaration.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

*This statement is approved by the VBA for the purposes of regulation 113(1) of the Building Regulations 2018.*

### Purpose

The purpose of this statement is to provide adjoining owners with information about—

- the operation of the protection work process under the *Building Act 1993* (the Act) and the *Building Regulations 2018* (the Regulations); and
- the procedure for the resolution of disputes relating to protection work.

### Protection work provisions and definitions

Requirements relating to protection of adjoining property are contained in Part 7 of the Act and Division 1 of Part 7 of the Regulations.

The following terms are defined in the Act:

#### Adjoining owner

The owner of an adjoining property.

#### Adjoining property

Land (including any street, highway, lane, footway, square, alley, and right of way) situated in relation to the site on which building work is to be carried out, so as to be at risk of significant damage from that building work.

#### Building Appeals Board

The Building Appeals Board (BAB) under Part 10 of the Act.

#### Owner

In relation to a building, means the owner of the land on which the building is situated.

#### Protection work

Work that may include, however, is not limited to:

- Underpinning, including vertical support, lateral support, protection against variation in earth pressures, ground anchors and other support for the adjoining property;
- Shoring up of the adjoining property (which may include retaining walls and bored piers);
- Overhead protection for adjoining property;
- Other work designed to maintain the stability of adjoining property or to protect it from damage from building work;
- Any work or use of equipment necessary for the provision, maintenance and removal of work referred to above,
- whether or not the work or equipment is carried out or used on, over, under, or in the air space above the land on which the building work is, or is to be carried out, or the adjoining property.

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## Part 1: Operation of the protection work process

An owner is entitled to carry out building work on their land. However, sometimes that work has the potential to cause damage to adjoining property. The Act provides a process for the protection of adjoining property from the risk of significant damage.

Examples of when adjoining property can be affected are when building work involves excavations, where the building work is adjacent to boundary walls, and where there is a risk of building materials or equipment falling across boundaries during the construction process.

Common types of protection work include:

- Retaining walls;
- Bored piers;
- A gantry or other overhead barriers to prevent material from falling onto a roof or other part of the adjoining property;
- Propping of party walls or common walls;
- Underpinning of existing footings.

The relevant building surveyor (RBS) plays a central role in the protection work process, determining whether protection work is required, overseeing the consultation process and ensuring that proposed protection work is adequate. The independence of the RBS is critical to their role in the process.

The Act provides that where protection work is required, the adjoining owner must be consulted about proposed work or other actions that will be undertaken to protect their property.

There are mechanisms for owners and adjoining owners to appeal to the Building Appeals Board against decisions of the RBS. The BAB can also determine disputes between owners and adjoining owners about protection work matters. Further information about resolution of disputes is provided in Part 2 of this statement.

## The distinction between protection work and building work

**Protection work** is work to protect an adjoining property. It can be done on an adjoining property or on the building site where the building work is occurring, or both. Where protection work needs to be done on the adjoining property, the Act allows for access to the adjoining property to undertake the required protection work (Act, section 95).

**Building work** is the work being done that gives rise to the need for protection work. Building work can only be done within the boundaries of the building site for which a building permit is issued.

The protection work process does not entitle an owner to access an adjoining property to undertake building work. Access to an adjoining property to conduct building work must be arranged by agreement with the owner of the adjoining property.

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## Overview of the role of the RBS

The role and responsibilities of the RBS in relation to protection work are summarised as follows:

- To determine whether protection work is required as part of the assessment of a building permit or at any time during the construction phase when it becomes apparent that protection work may be required (Regulations, regulations 111-112);
- To document their determination that protection work is required (Regulations, regulation 111);
- To review any protection work notices exchanged between the owner and the adjoining owner;
- To assess whether the proposed protection work is adequate;
- To create the required records relating to the above actions throughout the process;
- To lodge documents with the relevant council (sections 30 or 73; regulations 44 or 203);
- To participate in any appeals or other proceedings before the BAB as required;
- To monitor the carrying out of the protection work at mandatory inspections or at any other time as required and take any necessary action if there is any danger to life or property;
- To act independently at all times to assist owners and adjoining owners through the process.

## When is protection work required?

Protection work is only required when the RBS determines that it is necessary (regulation 111).

Regulation 112 sets out the matters the RBS must consider in determining if protection work is required. They are:

- the allotment plan provided with the application for building permit under regulation 25 or 26;
- specifications that describe materials and methods to be used in the proposed building work;
- any demolition required as part of the proposed building work;
- any excavation required as part of the proposed building work;
- any proposed building work in relation to party walls and retaining walls;
- the nature and likely extent of any damage or other adverse effect on the stability or otherwise of any adjoining property that may be caused by the proposed building work;
- any certificate under section 238 of the Act from a registered building practitioner in the category of engineer, class of engineer (civil), certifying that the structural design of the building work complies with the Act and Regulations;
- any other matter the RBS considers relevant.

The definition of 'adjoining property' refers to property being put at risk of 'significant damage' from building work. The term 'significant damage' is not defined in the Act. When considering whether there could be 'significant damage' to adjoining property the RBS should have regard to potential damage to buildings, driveways, paving, gardens, other structures and to potential soil subsidence on the adjoining land.



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## Protection work notices

Having decided that protection work is required, the RBS sets in motion a process that provides both the owner and adjoining owner with certain rights and obligations. It is critical that the administrative process is carried out correctly for those rights to be exercised.

The process is summarised as follows:

- the owner must serve the adjoining owner with a notice in the form of the Protection Work Notice (Form 7) (section 84, regulation 113);
- the adjoining owner must respond to the owner's notice in the form of a Protection Work Response Notice (Form 8) (section 85, regulation 114);
- the RBS must consider the Form 7 and Form 8 notices and determine whether the proposed protection work is appropriate (section 87(1));
- if agreement has not been reached between the owner and adjoining owner, the RBS must follow the procedure in section 87 before making a determination.

Regulation 113 provides that the Form 7 notice prepared by the owner must contain detailed information about the proposed protection work including:

- the determination of the RBS set out in the Form 6;
- 3 copies of the Form 8 notice (or, if the adjoining owner consents to receiving the information electronically, 1 copy);
- a statement that explains the protection work process (this statement);
- plans and specifications with sufficient detail to show how the proposed building work will affect the adjoining property;
- plans and specifications with sufficient detail to show how the proposed protection work will protect the adjoining property;
- an allotment plan complying with regulation 25(1)(d).

## Independent role of the RBS

The RBS acts as an independent decision maker in the protection work process.

The RBS must not prepare the Form 7 notice for the owner or 'approve' the proposed protection work before the notice is given to the adjoining owner.

If there has been no response to the Form 7 notice from the adjoining owner, the RBS should satisfy themselves that the adjoining owner has been properly served. Section 236 sets out ways in which notices may be served under the Act.

If the adjoining owner agrees to the protection work, the RBS must not assume that the proposed protection work is appropriate. The RBS must review the proposed protection work, satisfy themselves that:

- the work is actually protection work; and
- it is appropriate to protect the adjoining property, and
- make a decision on whether to approve the building permit.

If the RBS is not satisfied with the proposed protection work, they should refuse to issue the building permit until a revised proposal is made.

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If the RBS is not satisfied that the prescribed information was provided in the Form 7 notice, including that the proposed protection work is not detailed adequately in plans and specifications provided with the Form 7 notice, the RBS should request additional information. The RBS should also require the owner to revise the Form 7 notice and reserve it on the adjoining owner.

### **Making a determination under section 87**

Where the adjoining owner disagrees with the proposed protection work, or requires more information, the RBS must examine the proposal for protection work and determine the appropriateness or otherwise of the work under section 87 of the Act.

If a request for information is made by the adjoining owner, the RBS must consider if the request is reasonable; and if it is:

- make a request to the owner for that information; and
- provide the information to the adjoining owner.

If the RBS considers the request for information is not reasonable, they should advise the adjoining owner of that decision in writing including the reasons for that decision. The RBS can then make any other inquiries they think fit (section 87(3)) and proceed to make their determination under section 87(1).

The determination made under section 87 must be in the form of Notice of Determination Under Section 87 of the Act (Form 9).

The RBS must give a copy of the Form 9 notice to the owner and adjoining owner (section 87(4)) in accordance with section 236 of the Act.

### **Appeals against a section 87 determination**

The owner or adjoining owner have 14 days from the day after a determination under section 87 has been given to both the owner and the adjoining owner to lodge an appeal against the determination with the BAB.

### **Requiring Protection Work after works have commenced**

There may be situations where damage to adjoining property is not foreseen when the building permit is issued, but circumstances change making protection work necessary. This can occur when there are unexpected site conditions or where the builder does not comply with the building permit.

If the adjoining owner is concerned about damage to their property they should contact the RBS or the MBS (particularly if emergency protection work may be necessary). Contact details for the RBS are provided on a Form 6 determination, a Form 7 notice and are required to be displayed on the allotment for the duration of the building work (regulation 41(2)).

In these cases, the RBS should inspect the site without delay and determine whether protection work is required. The RBS may need to issue a direction to fix (Part 4), or stop the building work from proceeding and/or require work to make the site or adjoining property safe (Part 8).

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A building order to stop building work can be issued by the RBS where the building work contravenes the Act or Regulations, or is a danger to life, safety or health of a person, or affects the support of an adjoining property (section 112).

A building order to stop building work is not appropriate where the owner has failed to comply with administrative provisions contained in sections 93-100 of the Act.

If the RBS issues a building order to stop building work, they may exempt any part of the work from the building order if it is in the interests of safety or security of the building; the public; or to prevent a nuisance (section 112(6)). If an exemption is given under section 112(6), this can allow urgent work to be carried out. However, the RBS should only require works necessary to make the site and any adjoining property safe and stable. The RBS should then promptly make a determination that protection work is required, using Form 6, so that the protection work process can be followed.

The RBS must inform the municipal building surveyor (MBS) immediately if they consider that the condition of the site presents an emergency. Upon being notified, the MBS or their delegate will inspect the site, immediately assess the situation and determine if an emergency order should be made, or other action should be taken.

## Overview of role of the owner

The role and responsibilities of the owner in relation to protection work is summarised as follows:

- to provide adequate information about the proposed building work to the RBS in the building permit application;
- where protection work is required by the RBS, to prepare the Form 7 notice in accordance with the prescribed requirements in regulation 113, including sufficient detail to show how the proposed building work will affect the adjoining property, and sufficient detail to show how the proposed protection work will protect the adjoining property from those effects;
- to serve the Form 7 notice, with documents set out in regulation 113(1) including 3 copies of the Form 8 Protection Work Response Notice (or, if the adjoining owner consents to receiving the information electronically, 1 copy), on the adjoining owner having regard to section 236 of the Act;
- to provide any additional information requested by the RBS;
- not to undertake any building work giving rise to the requirement for protection work until—
  - the adjoining owner has agreed to the protection work;
  - the matter is determined by the RBS;
  - any appeal is determined by the BAB (section 88(1)).
- to only carry out work in accordance with the agreement, the RBS's determination or the determination of the BAB (section 88(2));
- to carry out emergency protection work if required by the VBA under section 89;
- to arrange insurance cover for the protection work before any protection work commences in accordance with section 93 of the Act;
- to arrange for a survey of the adjoining property before any protection work commences in accordance with section 94;

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- Sign, or otherwise acknowledge as agreed, a record of the condition of the adjoining property, or refer a dispute to the BAB. The record of survey must be signed and agreed to by all parties before protection work can commence.
  - to provide compensation to the adjoining owner for necessarily incurred costs and expenses, inconvenience, loss or damage (section 97 and 98);
  - to serve the adjoining owner and the RBS with a complete set of plans, drawings and specifications showing the protection work undertaken, no later than 2 months after the protection work is completed (section 101).

### **Absent or incapable adjoining owner**

If the adjoining owner cannot be found or is incapable of acting, the owner may apply to the Minister for the appointment of a suitable person to act as agent of the adjoining owner during their absence or incapacity (sections 90 and 91).

An adjoining owner may revoke the appointment of an agent by the Minister but that revocation does not affect the validity of the agent's actions before the revocation.

### **Overview of role of the adjoining owner**

The role and responsibilities of the adjoining owner in relation to protection work is summarised as follows:

- to respond to a Form 7 notice served by an owner, within 14 days of service, by—
  - giving the owner, a Form 8 notice agreeing to the proposed protection work;
  - or
  - giving the owner and the RBS, a Form 8 notice disagreeing to the proposed protection work or requesting more information to enable further consideration by the RBS;

An adjoining owner who fails to respond in the required time is taken to have agreed to the proposed protection work.

- may inspect at no cost, drawings and specifications of the proposed building work in the possession of the RBS once a notice of intention to commence the carrying out of building work is given (section 92).
- consider the insurance cover for the protection work proposed by the owner, and agree, or refer a dispute to the BAB (section 93).
- accompany, or arrange for an agent to accompany, the owner or their agent on a survey of the adjoining property (section 94).
- sign, or otherwise acknowledge as agreed, a record of the condition of the adjoining property, or refer a dispute to the BAB. The record of survey must be signed and agreed to by all parties before protection work can commence.
- provide access to the owner or the owner's agent to the adjoining property, after not less than 24 hours notice, or other notice as agreed between the parties, to carry out the survey of the adjoining property, or to carry out the protection work (sections 95 and 96).
- assess proposed protection work, and supervise the carrying out of protection work. Costs and expenses necessarily incurred by the adjoining owner must be paid by the owner, as agreed between the parties, or as determined by the BAB (section 97).

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- may apply to the VBA for a declaration that emergency protection work is required (section 89).
  - receive from the owner, a complete set of plans, drawings and specifications showing the protection work undertaken, no later than 2 months after the protection work is completed (section 101).

## Entry on adjoining property

Section 95 of the Act provides the owner or an agent of the owner with the ability to enter the adjoining owner's property to carry out a survey and any required protection work. Before entry, the adjoining owner must be given 24 hours notice, unless another time frame as agreed by the parties. Entry on the adjoining property for this purpose is available between the hours of 8am and 6pm.

The right of entry to carry out protection work does not apply to entry for any other purpose, such as carrying out of building work. Entry for that purpose will require agreement between the builder and adjoining owner.

## Part 2: Procedure for the resolution of disputes relating to protection work

A dispute between the owner and the adjoining owner relating to protection work may be referred to the BAB under Part 10 of the Act. The RBS must not act as an arbiter where there is disagreement between the owner and an adjoining owner.

If the owner and an adjoining owner do not agree about—

- how or when emergency protection work required by declaration under section 89(1) of the Act is to be carried out (section 151);
- the nature of cover to be provided under a proposed contract of insurance under section 93 of the Act, or about the amount to be insured under the contract (section 152);
- how or when a survey of the adjoining property is to be carried out under section 94, or about the adequacy of the survey (section 153);
- the costs and expenses necessarily incurred by the adjoining owner in supervising protection work under Part 7 of the Act (section 154);
- any other matter under Part 7 of the Act, and the BAB does not have jurisdiction to deal with the matter under any other provision of Part 7 (section 155),

either of them may refer the matter to the BAB.

An adjoining owner may also apply to the BAB under section 159 of the Act for an order determining the amount of compensation for inconvenience, loss or damage suffered during the carrying out of protection work under Part 7 of the Act.

The application process, application form, fee, hearing procedure and other details relating to referral of a dispute, or an application for a compensation order, to the BAB are set out on the BAB website at [www.buildingappeals.vic.gov.au](http://www.buildingappeals.vic.gov.au).

## Further Information

Further information about the protection work provisions of the Act and Regulations is available on the VBA website, [www.vba.vic.gov.au](http://www.vba.vic.gov.au).