Details of service of trespass notice

AL1164-XV | OCT 2019

*[Read INSTRUCTIONS below and then complete service details immediately service is effected. If the person who served the notice is not the occupier but an agent of the occupier – the full name and address of the person who served the notice is also required.]*

**THIS NOTICE (photocopy attached) was served:**

On: ......................................................................................................................................................................................................................

*[Name of person being served]*

on the .................................. day of............................................................................................... ,20 ............... at am/pm

at...........................................................................................................................................................................................................................

*[Place where service was effected]*

by..........................................................................................................................................................................................................................

*[Full Name of Person effecting service]*

I served the Trespass Notice personally:

on .........................................................................................................................................................................................................................

*[Name of Person served]*

by \*handing it to them / \*dropping it at their feet when they refused to accept service of the notice.

They acknowledged\* / did not acknowledge\* that they are the person named in the notice. They are / are not\* personally known to me.

I believe their \*date of birth is ......................................................................... / \*approximate age is years.

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*[Occupier’s full name]*

Occupier’s address and phone number:................................................................................................................................................

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More relevant details: ...................................................................................................................................................................................

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*[For example, “Issued because of alleged disorderly behaviours” or “Issued because of alleged theft”. Record here the authorisation if the person who served the notice was a person authorised by the occupier and not the occupier, and attach a copy of the authorisation to this form, if applicable.]*

Signed .......................................................................................................................................

*[Signature of person who served the Trespass Notice] of this form*

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Date of completion

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

*[Full name and address of Person signing Notice]*

Instructions – Photocopy completed Trespass Notice before serving on the person warned off. Be clear who the occupier is – company, person, partnership etc. Complete this form (DETAILS OF SERVICE OF TRESPASS NOTICE) after service and attach it to the photocopy of the completed TRESPASS NOTICE. Retain for possible court proceedings.

\* Cross out the words that do not apply.