

# Trespass Notice

**Warning Under The Trespass Act 1980 Sections 4(1) or 4(2) and Section 4(4)**

**To:**

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[Name of person being warned]

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[Address of person being warned]

**In accordance with the above Act and Section you are hereby warned to stay off the place known as:**

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[Address of location which Person is banned from]

**It is an offence punishable by a fine not exceeding \$1,000.00 or imprisonment not exceeding 3 months to enter the above address within 2 years from the date you receive this warning.**

**The occupier of the above address is:**

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[Full name of Occupier]

This warning is given by the **occupier/person\*** authorised by the occupier of the above address:

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[Signature of Occupier or Person authorised by the Occupier]

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[Print Full Name of Occupier or Person authorised by the Occupier]

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[Date that this notice takes effect]

\* Cross out the words that do not apply.

# Details of service of trespass notice

[Read INSTRUCTIONS below and then complete service details immediately service is effected. If the person 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 served]

**on the**

**day of**

**, 20**

**at**

**a.m/p.m**

**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.

\_\_\_\_\_  
Occupier's full name

\_\_\_\_\_  
Occupier's address and phone number

**More relevant details:**

\_\_\_\_\_  
\_\_\_\_\_  
[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

\_\_\_\_\_  
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.