

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 _____ (HH:MM)

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]*

Full name and address
of Person signing Notice

Date of completion of this form _____

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.