

Trespass Notice

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

To:

[Name of person being warned]

[Address of person being warned]

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

[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:

[Full name of Occupier]

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

[Signature of Occupier or Person authorised by the Occupier]

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

[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.