

DIVIDING FENCES ACT 1991

ADJOINING PROPERTY OWNERS DETAILS APPLICATION FORM



Please complete the details of your request below and forward this form to Upper Hunter Shire Council.

Upper Hunter Shire Council
PO Box 208
Scone NSW 2337

E: council@upperhunter.nsw.gov.au
P: 02 6540 1100

Office locations: 135 Liverpool Street Scone | 34-40 Vennacher Street Merriwa | 47 Mayne Street Murrurundi

1. APPLICANT DETAILS

Company Name: _____

Title: Mr Mrs Ms **Surname:** _____ **Given Name(s):** _____

Postal Address: _____

Suburb: _____ **Postcode:** _____

Contact Number: _____ **Fax:** _____

Email Address: _____

I agree to receive correspondence to the above email address.

Is the Applicant the: Property Owner **OR** an Agent Acting on Behalf of Property Owner

2. APPLICANT PROOF OF IDENTITY

An applicant must provide proof of identity upon lodgement:

1. in its original format at a Council Administration Centre; or
2. in the form of a certified copy if lodgement is not made in person (ie via post or email).

Australian driver's licence with photograph, signature and current address; or

Current Australian passport; or

Other proof of signature and current address details.

An agent, acting for the property owner, must provide proof they are authorised to act on behalf of the adjoining owner in the form of any one of the following documents:

Letter of Consent from Owner; or

Power of Attorney; or

Guardian.

3. FORM OF ACCESS

How do you wish to access the information? Inspect the document(s) A copy of the document(s)

Access in another way (please specify) _____

4. APPLICANT PROPERTY DETAILS

Street Address: _____

Suburb: _____ **Postcode:** _____ **Assessment Number:** _____

Lot: _____ **Deposited Plan:** _____

5. ADJOINING PROPERTY DETAILS REQUESTED

Street Address: _____

Suburb: _____ Postcode: _____

Lot: _____ Deposited Plan: _____

6. APPLICANT DECLARATION

I/we confirm that I am/we are the owner/s or agent for the owner/s of the property detailed in section 4.

I/we confirm that the adjoining property details requested in section 5 will **only be used for the purpose of facilitating a fencing matter** between my land and the adjoining landowner. The property owner's details will **not** be retained, copied or disseminated for unrelated purposes and will be kept secure and only used for advising and serving of fencing matters.

Applicant/s Signature: _____ Date: _____

PRIVACY STATEMENT

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. Any personal information supplied or collected will only be stored and processed for lawful purposes directly related to the functions and activities of Upper Hunter Shire Council.

Office Use Only

Lodgement Method: In person Mail Email

Proof of Identify: Originals Sighted Certified Copy Received Officer initials: _____