

FORM: ADJOINING PROPERTY OWNERS DETAILS APPLICATION

August 2020

Port Macquarie-Hastings Council
PO Box 84
PORT MACQUARIE NSW 2444
p (02) 6581 8111
e council@pmhc.nsw.gov.au



Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - Personal information collected in this application is considered personal or health information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIPA). Information provided will only be used for the purpose for which it is collected. The intended recipients of the personal information are Council officers and may extend to any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of this information is voluntary, however if you do not wish to provide all details requested, Council may be unable or limited in dealing with your request. You may make application to access, amend or suppress your personal information which Council will consider in accordance with the PPIPA.

Application Fee \$16.50

SECTION 1 APPLICANT DETAILS		
Name	Surname	Other Names
Postal Address		
Applicant Property Details	Street Address	
	Assessment No	
Contact Number		E-mail
In the interests of the environment and where possible this information will be provided electronically, therefore please ensure you have provided an e-mail address. An alternative method of provision may be considered.		

SECTION 2 ADJOINING PROPERTY DETAILS -	
Street Address	
NOTE: Council is not obliged to pass on the contact details of adjoining landowners for privacy reasons unless the request is made under the <i>Dividing Fences Act 1991</i> , the <i>Environmental Planning and Assessment (Regulation) Act 2000</i> or the <i>Rural Fires Act 1997</i> . Only owner names and forwarding addresses will be provided. Personal contact details (i.e. email address or telephone numbers) of adjoining landowners will not be provided. Land titles details are also available from NSW Land and Property Information (www.lpi.nsw.gov.au or 1300 052 637) for a prescribed fee.	

SECTION 3 FORM OF CONTACT		
<input type="checkbox"/> Email	<input type="checkbox"/> Mail	<input type="checkbox"/> Access in another way (please specify)

pmhc.nsw.gov.au

SECTION 4 REASON FOR REQUEST

I, the adjoining owner# or agent* hereby request Council to provide the ownership details of the adjoining property in section 2 for the following reason (*please tick box below*).

Dividing Fence

This information is requested to facilitate a fencing matter between my land and the adjoining land owner. It is requested under the *Dividing Fences Act 1991*. 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.

Tree

This information is requested to facilitate a tree matter between myself and the adjoining land owner. It is requested in order to satisfy Clause 49 (1)(b) of the *Environmental Planning and Assessment (Regulation) Act 2000*. The land owners details will NOT be retained, copied or disseminated for unrelated purposes and will be kept secure and only used for adjoining tree matters.

Burning off

This information is requested to facilitate the notification of intention to burn off or burn firebreak to adjoining land owners/occupiers. It is requested under the *Rural Fires Act 1997*. The property owner's details will NOT be retained, copied or disseminated for unrelated purposes and will be kept secure and only used for the notification of intention to burn off or burn firebreak.

#An applicant must provide sufficient evidence of identity and place of residence (proof of ownership). **Section 5 below.**

*An agent will be required to provide proof that they are authorised to act on behalf of the adjoining owner. **Section 6 below.**

SECTION 5 PROOF OF IDENTITY - OWNER

Australian driver's licence (with photograph, signature and current address)

Current Australian passport

Rates Notice

SECTION 6 PROOF OF IDENTITY - AGENT

Letter of Consent from Owner

Power of Attorney

Guardian

SECTION 7 APPLICANT DECLARATION

I/we confirm that I am/we are the owners/s or agent for the owners of the property detailed in section 1. I confirm that the adjoining property details requested in section 2 will only be used for the purpose indicated in section 4.

Signature:

Date:

LODGEMENT DETAILS

You can lodge the completed application form accompanied by fee payment of \$16.50 in accordance with Council current adopted Schedule of Fees and Charges by:

Post Port Macquarie Hastings Council, PO Box 84, Port Macquarie NSW 2444

In Person Customer Service Offices - Burrawan St Port Macquarie, Laurie St Laurieton , High St Wauchope

Email council@pmhc.nsw.gov.au

What now? Once your application is received, Council will acknowledge your application within 10 working days, with a

OFFICE USE ONLY

Date Received:

Reference & Receipt Number: