THE HILLS
Sydney's Garden Shire

Adjoining Owners Details
Application Form

1. APPLICATION DETAILS

Surname:	Given Name:
Postal Address:	
Suburb:	Post Code:
Home Phone:	Mobile:
Office Phone:	Fax:
Email:	

2. ADJOINING PROPERTY DETAILS

Address:	
Suburb:	Post Code:

I, the adjoining owner# or agent* hereby request Council to provide the ownership details of the abovementioned property for the following reason. (please tick Box below) ✔

☐ DIVIDING FENCING

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 land owners 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 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.

☐ COMPLYING DEVELOPMENT NEIGHBOUR NOTIFICATION

This information is requested to facilitate the notification of works being carried out as the result of an Approved Complying Development and pursuant to the requirements of Clause 3.39A (notification to neighbours) of the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008. The land 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 intended works associated with the Approved Complying Development.

☐ ALTERATION OF HOUSE NUMBER

This information is requested to facilitate a matter between myself and a adjoining land owner. The land owner's details will NOT be retained, copied or disseminated for unrelated purposes and will be kept secure and only used for seeking alteration of a house number. Please note you must complete Council's House Number Alteration Application Form and comply with Council's conditions prior to approval being granted.

THE HILLS SHIRE COUNCIL
129 Showground Road, Castle Hill NSW 2154
PO Box 75, Castle Hill NSW 1765
Phone 02 9843 0555 Email council@thehills.nsw.gov.au
Facsimile 02 9843 0409 **www.thehills.nsw.gov.au**

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I acknowledge I am aware of the Information Privacy and Personal Information Protection Principles in relation to personal information.

Signature:	Date:

An applicant must provide sufficient evidence of identity and place of residence (proof of ownership) in the form of: - Drivers Licence, Rate Notice or other documentation proving ownership.

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

OFFICE USE ONLY

CHECKLIST: All sections of application have been filled out ☐

Receiving Officer:	Date:

Application Fee: $13.00

Amount:	Receipt No:

PRIVACY NOTIFICATION

You are advised that this application form is a public document. The personal information that Council has collected or is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information are:

- officers within the Council,
- data service providers engaged by the Council from time to time;
- any other agent/contractor of the Council; and
- other Statutory Authorities

The supply of the information by you is not voluntary. If you cannot provide or do not wish to provide the information sought, the Council may be limited in dealing with your request etc. Council has collected this personal information from you in order to process your request/application etc. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIPA. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed by the Public Officer on (02) 9843 0555.

Please attach any additional documentary evidence that will form the basis for your application.

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