

Application for Adjoining Owner's Details



📍 Civic Centre, 68 Elizabeth Street, Moss Vale NSW 2577 (PO Box 141, Moss Vale NSW 2577)

☎ (02) 4868 0888 ✉ mail@wsc.nsw.gov.au

1. Applicant Details

Name of Applicant:			
Contact Name:			
Postal Address:			
Business Phone:		Mobile Phone:	
Email:			

2. Subject Land

Property Number:		Lot/s:		Sec:		DP/SP:	
Street Number:		Street/Road Name:					
Locality:							

3. Neighbouring Property Details

Property One	
Neighbouring Address:	
Property Two	
Neighbouring Address:	
Property Three	
Neighbouring Address:	

4. Reason for Request

This request is for Council to provide the ownership details of the above mentioned property for the following:

	Dividing Fences	This information is requested to facilitate a fencing matter with the adjoining land owner. It is requested under the <i>Dividing Fences Act 1991</i> .
	Tree	This information is requested to facilitate a tree matter with the adjoining land owner. It is requested in order to satisfy clause 49 (1) (b) of the <i>Environmental Planning and Assessment Regulation 2000</i> .
	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 <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i> .

5. Supporting Documents

Proof of ownership of the residential property must be provided with the application:

	Copy of Drivers Licence (address on licence must match residential address)
	Rates notice
	Agent must provide written consent from property owner

Working with you

6. Privacy Statement

In lodging this form, you are providing personal information such as your name and contact details. 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* (PPIPA). Your personal information will be handled in accordance with the PPIPA and Council's [Privacy Management Plan](#). For further information regarding Council's privacy obligations, see [Privacy Guidelines](#).

Purpose of collection and intended recipients: The personal information in this form will be used and disclosed for the purpose of communicating with you regarding your application. Intended recipients of this information include Council officials, contractors and persons granted lawful access under the *Government Information (Public Access) Act 2009*.

Supply: Supply of your personal information is voluntary, however, if you do not provide the requested information (or any part of it) Council may be unable to process your application.

Storage and access/correction: Your personal information is being collected and will be stored by Wingecarribee Shire Council, 68 Elizabeth Street Moss Vale NSW 2577. This form will be placed on a relevant file and/or recorded in Council's electronic document and records management system. You may make application to access or amend your personal information. Any such application will be handled in accordance with the PPIPA.

7. Signature

I DECLARE THAT:

- The information provided in this form is complete and correct.
- I have read the Privacy Statement.
- I understand that Council must deal with personal information in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIPA) and its Privacy Management Plan and that the provisions of the PPIPA and/or Council's Privacy Management Plan may require Council to decline to provide you with access to another individual's personal information.

Name	Signature	Date

If applicable:

Company Name:			
Position Held:		ABN:	
Phone:		Mobile:	

Office Use Only

Signature	Received	Processed
Contact Name:		
Postal Address:		