

Adjoining Neighbour Information Request

City Performance

Before you start

Please note;

You can select up to four (4) adjoining neighbour properties for Council to provide your contact details on your behalf.

There will be an application processing fee of \$30.00 per Adjoining Neighbour Information Request. You can view Council's current Fees and Charges for 2024/2025 Financial Year below:

<https://www.shoalhaven.nsw.gov.au/Council/What-guides-us/Policies-and-strategies/Delivery-Program-Operational-Plan>.

An invoice will be raised and issued via email or if no email address has been provided the invoice will be posted to your postal address and your request will be actioned upon receipt of payment.

Important Information

Council's Privacy Management Plan states private ownership details are not provided for any purpose.

Council is unable to supply contact details of adjoining owners, we can however forward correspondence with your contact details to the adjoining owner of the property on your behalf with your consent. This form will facilitate providing your contact details that you wish to be sent to the postal address held by Council for the adjoining property owner.

Please note that Council is unable to assist if the property owner does not respond to the correspondence.

Please select (Required)

- I acknowledge and understand that I will receive an invoice to process my application
- I consent to my contact details being forwarded onto selected adjoining owner/s

1. Adjoining Owner details (Required)

How many adjoining neighbours do you wish to contact? (Select 1 option and write address below)

- 1
- 2
- 3
- 4

Adjoining Address 1:

Adjoining Address 2:

Adjoining Address 3:

Adjoining Address 4:

2. Reason for this information request (Required)

Dividing fences

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 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/s


This information is requested to facilitate a tree matter between myself and the adjoining land owner. It is requested in order to satisfy Clause 149 (1) (b) of the Environmental Planning and Assessment Regulation 2000.

The land owner's 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 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.

Office Use Only

Related Policies:	POL16/196 – Public Access to Council Information	Version No:	1	
Form Number	3629	TRIM Ref:	FM25/5	
Owned by (Department):	City Performance	Date Published	6 March 2025	

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.

Please select one of more (Required)

- Dividing fences
- Tree/s
- Complying development
- Other (please specify below):

Further information to support your application or written correspondence for adjoining owner (Optional)

3. Authority to Act (Required)

Are you acting on behalf of a property owner?

- Yes – Please have the owner sign below, or attach a letter/email from the property owner containing their full name, address and signature.

If you require assistance, please contact the Information Release team on 1300 293 111 or email at InformationRelease@shoalhaven.nsw.gov.au

- No – I am the property owner (Continue to section 4)

Name of Owner			
Address			
Suburb		Postcode	
Phone/Mobile Phone			
Email Address			

I hereby consent to Council allowing the applicant to submit this Adjoining Information request on my behalf

Owner's Signature		Date	
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4. Your Details (Required)

Surname			
Given Name			
Address			
Suburb		Postcode	
Phone/Mobile Phone			
Email Address			

5. Information privacy and personal information

Council has collected the personal information supplied in this request from you in order to process your application. You may make an application for access or amendment to this information held by Council.

Your application will be managed in accordance with your request and Council's Privacy Management Plan.

If you have any further questions or queries, please [click here](#) to view the Privacy Management Plan or you can contact Council on 1300 293 111.

Please note: Additional attachments will not be provided to the adjoining owner.

Declaration (Required)

- I understand the limitations outlined by Council within this form
- I confirm the information provided is accurate to the best of my knowledge

Privacy Notification: The information on this form is being collected by Shoalhaven City Council and supports your request for access to personal information from a public register. The declaration will be used by Council staff for the purpose of determining your request. The provision of this information is voluntary however, without it Council may not be able to process your request. You may apply to Council for access to this information at any time.