

Request to initiate contact with adjoining property owner

At times it may be necessary to contact the owners of the property adjoining yours, for example:

- to repair or replace an adjoining fence,
- to discuss problems with, or plans to keep companion animals,
- to discuss plans for building renovations or construction
- to discuss overhanging branches or tree removal etc.

Purchasing property is not a valid reason for Council to facilitate this request.

Council is legally unable to disclose any personal information without an individual's consent. This service seeks to find a balance with the practical needs of members of the community and our obligations under the Local Government Act and the Privacy and Protection of Personal Information Act.

To initiate contact with your neighbour, please complete the form below which we will forward to your neighbour on your behalf. Your neighbour is not under any obligation to make contact. If you wish to attach a separate statement please ensure this is provided as a separate document and left unsealed.

If your request is to purchase property or concerns a property that does not adjoin your property, Council is unable to assist. In these circumstances, you may wish to contact the NSW Land and Property Information on 1300 052 637 or www.nswlrs.com.au

SECTION 1: Applicant details (Please print your name and address details).

Name		Organisation (if applicable)	
Postal address		Property address (if different to postal address)	
I prefer to be contacted by (please indicate how we can contact you if needed)			
Email <input type="checkbox"/>	Mobile/Phone <input type="checkbox"/>	Mail <input type="checkbox"/>	

SECTION 2: Adjoining Property details (Please print the property details)

Address 1	
Address 2 (for multiple adjoining properties)	
Address 3 (for multiple adjoining properties)	

All adjoining properties (if greater than 3)	<input type="checkbox"/>
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Purpose of contact (Please state the reason you are seeking to contact the neighbouring property owners)

SECTION 3: Declaration

I/We confirm that I/We are the owner/s of the property listed in 1. above, and that this property adjoins those listed at 2. above. I/We confirm the use of this information for the stated purpose only.

Signature 1		Date	
Signature 2		Date	

How to lodge this form

Please ensure that all fields have been completed correctly and the declaration has been signed before submitting to Council. Once complete this form may be forwarded to Council by:

Email	council@federationcouncil.nsw.gov.au
Post	PO Box 77 Corowa NSW 2646
In Person	At any one of our Customer Service Centres
	Corowa Office: 100 Edward St, Corowa NSW
	Urana Office: 30 William St, Urana NSW
	Howlong Office: 59 Hawkins St, Howlong NSW
	Mulwala Office: 71 Melbourne St, Mulwala NSW

A payment of \$30.00 must be received by Council prior to us being able to process your request.

OFFICE USE ONLY

Date payment received		Receipt Code	106	Receipt No	
Records Folder	SC3201	Record No.			