

Dividing Fences Agreement

This form is to be used when either an adjoining private owner approach Housing Services **or** when Housing Portfolio approaches an adjoining owner requesting to repair or replace a common boundary fence. Contact your local Housing Services office if you have further queries.

To edit, download and save the form to your drive. Then navigate to your drive and open the form in adobe.

The Process - choose either:

Option A:

A private owner requests the repair/replacement of a common boundary fence.

- The following documents must accompany a completed and signed copy of this Agreement:
 - 2 competitive quotes from **licensed** fencing contractors on letterhead showing both **an active ABN and current fencing license number**
 - quotes should detail length and height of the proposed fence, as well as type of fencing material to be used
 - photos of the existing fence showing the required work
 - proof of ownership, in the form of a rate notice.
- Complete the Details section on page 4.
- Sign Option A section on page 5.
- After satisfactory completion of the work please supply a receipt showing full contractor payment for Housing Portfolio to reimburse the agreed amount.

Refer to pages two and three for details and photos of the acceptable and unacceptable standards for fencing types and structures. Housing Portfolio will inspect the work upon completion. All substandard work must be rectified.

OR

Option B:

Housing Portfolio approaches a private owner to share half the cost of Housing Portfolio repairing/ replacing a common boundary fence; please:

- complete the Details section
- sign and date this Agreement; and
- pay the Housing Portfolio tax invoice for half of the fencing costs.

Private owners can submit required documentation to local Housing Services offices OR by email to the Housing Portfolio regional addresses below:

- North West Region - homesnsw-hp-nwfencing@homes.nsw.gov.au
- South East Region – homesnsw-hp-sebusiness@homes.nsw.gov.au
- Western Sydney Region - homesnsw-hp-wsbusiness@homes.nsw.gov.au

What happens next?

Housing Portfolio will respond to an application within 10 business days. Please ensure that all required fields on this form have been completed for prompt reimbursement of agreed fencing costs.

Housing Portfolio Asset Standards for Fencing









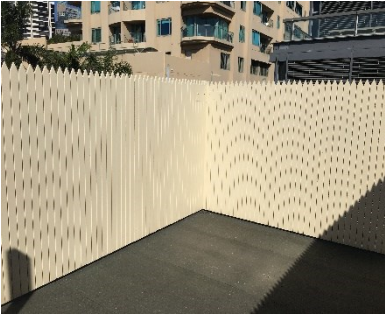
Housing Portfolio complies with Australian building standards of fencing whether metal (Colorbond), timber or decorative. A licensed fencing contractor would comply with these requirements.

Housing Portfolio's inspection officers will assess the completed work to these specifications to ensure compliance.

Fences specifications:

- **Fence heights to meet local Government regulations**
 - Front fencing 900mm to 1200mm
 - Cut off fencing 1200 to 1800mm
 - Side and Rear fencing 1800mm
 - Gates to match fence cladding and height where specified
- **Decorative fencing**
 - Steel or Aluminium Tubular non-climbable panels - flat or looped top finish only, NO Spears or protruding rods
 - Minimum 16mm x 0.9mm tubes - spacings approximately 100mm centres
 - Rails minimum 39 x 25 x 1.2mm rectangular tubing or minimum 25mm round
 - Posts minimum 50 x 50mm - 450mm round minimum 1.2mm thick
 - Powder Coating to AS4506
 - Safety compliance to AS1926.1 for gates, hinges and locks
- **Metal fencing**
 - Steel pre-rolled sheet - Colorbond or equivalent double sided steel pre-painted steel complying with AS/NZS 2728:
 - Type 3, testing compliance to meet performance requirements within an exposed environment for humidity, scratch resistance, impact, adhesion, cracking and corrosion
 - Fence panel made from zinc aluminium alloy coated steel complying with AS1397-2011, G550 (550MPa minimum yield stress), AZ150 (150g/m² minimum coating mass)
 - The fence panel base material thickness is 0.35mm
 - Posts and rails made from zinc alloy coated steel complying with AS1397-2011, G500 (500MPa minimum yield stress), Z275 (275g/m² minimum coating mass)
 - Posts - Standard Channel posts 84 x 43mm, Square Corner, junction and single gate posts 60 x 60 x 1.6, Double gate posts 65 x 65 x 2.5 installed with caps
 - Rails 60 x 53 with base metal thickness of 0.8mm
 - Installation to manufacturers specification
- **Timber Fencing**
 - End Post/ Gate Post/ Corner Post either Hardwood/ Treated Pine 125x125mm or Galvanised steel 75 x 75 x 2.5mm
 - Intermediate posts either Hardwood 125 x 50 mm or Treated Pine 125 x 75mm
 - Rails Hardwood/ Treated Pine 75 x 50 mm
 - Palings Hardwood/ Treated Pine 100 x 15 either lap palings by 15 mm or close butted.
 - All timber measurements ± 2mm
- **Warranty**
 - Minimum 3 years written warranty - decorative fencing
 - Minimum 10 years written warranty - metal fencing

Examples of acceptable and unacceptable fencing and finishes

ACCEPTABLE	UNACCEPTABLE	COMMENTS
 	 	<p>Corner or end posts must be 75 x 75 mm or greater.</p> <p>All metal posts MUST be square and capped</p>
		<p>Concrete footings MUST exceed ground height by 100 mm to prevent water pooling and rust forming</p>
		<p>Install sleepers or similar under fencing where gap exceeds 50 mm</p>
		<p>Fence must not have pointed palings.</p> <p>Compliant fences do not provide an impaling risk.</p>

Details

Address of Housing Portfolio property

Unit /House number

Street

Town/suburb

Postcode

Details of privately owned property

Owners name/s

Unit /House number

Street

Town/suburb

Postcode

Contact number

Email address

Private owner's contact details if different from above

Unit /House number/PO Box

Street

Town/suburb

Postcode

Contact number

Email address

For option A - Private owner bank details to enable reimbursement for half the cost

Bank name

Branch location

BSB number

Account number

Account in the name of

Please sign either:

Option A (using private owner's contractor)

I have read all the conditions listed on pages two and three and will comply with the standards required.

Full name (please print)

Date Sign here

Please notify the adjoining owner/tenant of the **planned start date** for the fencing work so that they can make any necessary arrangements to secure their children or animals.

OR

Option B (using Housing Portfolio contactors)

I , agree to pay half (50%) of the **agreed total**

cost of the

(brief description of the work e.g. Colorbond/timber paling mm high etc.).

In the amount of \$ upon receipt of a **Housing Portfolio** tax invoice.

Information on how to pay Housing Portfolio will be included on the invoice.

Full name (please print)

Date Sign here

Resources - helpful information to check:

- regulations and fencing qualifications: <https://www.fairtrading.nsw.gov.au/trades-and-businesses/licensing-and-qualifications/fencing>
- details of contractor licences: <https://www.onegov.nsw.gov.au/publicregister/#/publicregister/search/Trades>
- valid ABNs: <https://abr.business.gov.au/>
- Housing Portfolio asset standards—page 2 and 3 of this document.

Office use only (Housing Portfolio Checklist)

1. Asset Information

Database reference	OneTRIM reference	Property Reference	DP/Lot

Team	Officer name	Contact number

Note entered in HOMES Yes No

Entered in fencing register Yes No

Private owner agreement signed Yes No — Must be signed and dated

Date

Private owner's fencing quotes 1. \$ 2. \$ 3. \$

Housing Portfolio estimate of fence cost \$

Agreed fence cost Total \$ Half Cost \$

Date Housing Portfolio quote acceptance letter

Work commencement date	Work completion date	Date notice to tenant sent
<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>

2. Contractor details

Name	ABN	Licence	Contact number

3. Private owner reimbursement information - bank details are supplied on page 4.

Approved by Housing Portfolio to pay Yes No

Contractor invoice paid Yes No

Received from owner Yes No

Sent to Housing Portfolio payables Yes No

Reimbursement

SAP vendor: reference number

GL account codes 688600 (LCQ if full replacement)

681010 (Residential properties repairs if partial repairs)

Cost centre WBS