 **Dividing Fences Agreement**

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| This form is to be used when either an adjoiningprivate owner approach DCJ Housing **or** when NSW Land and Housing Corporation (LAHC) approaches an adjoining owner requesting to repair or replace a common boundary fence. Contact your local DCJ Housing office if you have further queries. |
| The Process  **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 licence 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   After satisfactory completion of the work please supply a receipt showing full contractor payment for LAHC to reimburse the agreed amount.  **OR**  **Option B**: LAHC approaches a private owner to share half the cost of LAHC repairing/ replacing a common boundary fence; please:   * Complete, sign and date this Agreement; and * Pay the LAHC tax invoice for half of the fencing costs |
| Below are photos showing examples of acceptable and unacceptable fencing types and structures. LAHC will inspect the work upon completion. All substandard work must be rectified. |

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| Private owners can submit required documentation to local DCJ Housing offices OR by email to the LAHC regional addresses below: |
| * North West Region - [LAHCNWFencing@facs.nsw.gov.au](mailto:LAHCNWFencing@facs.nsw.gov.au) * South East Region – [LAHCSEBusiness@facs.nsw.gov.au](mailto:LAHCSEBusiness@facs.nsw.gov.au) * Western Sydney Region - [LAHCWesternSydneyBusinessAccessGroup@facs.nsw.gov.au](mailto:LAHCWesternSydneyBusinessAccessGroup@facs.nsw.gov.au) |
| **What happens next?**  LAHC 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. |

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| **Details** | | | |
| **Details of the NSW Land and Housing Corporation property** | | | |
| Unit/House number: | Click here to enter text. | | |
| Street: | Click here to enter text. | | |
| Suburb: | Click here to enter text. | Post Code: | Click here to enter text. |
| **Details of the privately owned property** | | | | |
| Owners Name/s | Click here to enter text. | | | |
| Unit/House number: | Click here to enter text. | | | |
| Street: | Click here to enter text. | | | |
| Suburb: | Click here to enter text. | Post Code: | Click here to enter text. | |
| Contact Email: | Click here to enter text. | Phone: | Click here to enter text. | |
| **Private owner contact details if different from above** | | | | |
| Unit/House number/PO Box : | Click here to enter text. | | | |
| Street: | Click here to enter text. | | | |
| Suburb: | Click here to enter text. | Post Code: | Click here to enter text. | |
| Email: | Click here to enter text. | | | |
| Contact Number: | Click here to enter text. | | | |
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| **Private owner bank details to enable reimbursement for half the cost** | | | | |
| Bank name: | Click here to enter text. | | | |
| Branch location: | Click here to enter text. | | | |
| BSB Number: | Click here to enter text. | | | |
| Account Number: | Click here to enter text. | | | |
| Account in the Name of: | Click here to enter text. | | | |
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| **LAHC Asset Standards for Fencing**  LAHC complies with Australian building standards of fencing whether metal (Colorbond), timber or decorative. A licensed fencing contractor would comply with these requirements.  LAHC’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**

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| **ACCEPTABLE** | **UNACCEPTABLE** | **COMMENTS** |
|  | **×** |  |
|  | cid:image002.jpg@01D6E8C6.FB646E40 | Corner or end posts must be 75 x 75 mm or greater.  All metal posts MUST be square and capped |
|  |  | Concrete footings MUST exceed ground height by 100 mm to prevent water pooling and rust forming |
|  |  | Install sleepers or similar under fencing where gap exceeds 50 mm |
| C:\Users\paulina\AppData\Local\Microsoft\windows\INetCache\Content.Outlook\UMZ9QBZA\IMG_9414.JPG | C:\Users\paulina\AppData\Local\Microsoft\windows\INetCache\Content.Outlook\UMZ9QBZA\IMG_7887.JPG | Fence must not have pointed palings.  Compliant fences do not provide an impaling risk. |

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| PLEASE SIGN either**:**  **Option A** (usingprivate owner’scontractor) | | | |
| I have read all the conditions of the document above and will comply with the standards required. | | | |
| Signature: | Click here to enter text. | | |
| Print Name: | Click here to enter text. | Date: | Click here to enter a date. |
| 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. | | | |
| **Option B** (using LAHC contractors) | | | |
| I, Click here to enter text. (name), 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.)  Click here to enter text.  in the amount of $ Click here to enter text. upon receipt of a **NSW** **Land and Housing Corporation** tax invoice. Information on how to pay LAHC will be included on the invoice. | | | |
| Signature: | Click here to enter text. | | |
| Print Name: | Click here to enter text. | Date: | Click here to enter a date. |

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| **OFFICE USE ONLY - LAHC Checklist:** | | | | |  | | | |  |
| 1. **Asset Information** | |  | | |  | | | |  |
| DATABASE REFERENCE:  Click here to enter text. | | | TRIM REFERENCE:  Click here to enter text. | | | | ENTERED IN FENCING REGISTER:  Yes No | | |
| DPI INFORMATION: DP/LOT: | | | Click here to enter text. | | | |
| Team:  Click here to enter text. | | | Officer :  Click here to enter text. | | | | Contact Number:  Click here to enter text. | | |
| Property Reference Number: | | | Click here to enter text. | | | | NOTE ENTERED IN HOMES:YesNo | | |
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| PRIVATE OWNER AGREEMENT SIGNED: | | | Yes No (Must be signed & dated) | | | | | DATE:Click here to enter a date. | |
| PRIVATE OWNER’S FENCING QUOTES:   1. $Click here to enter text. 2. $Click here to enter text. 3. $Click here to enter text. | | | LAHC ESTIMATE OF FENCE COST:  $ Click here to enter text. | | | | | AGREED FENCE COST:  TOTAL: $ Click here to enter text.  HALF COST: $ Click here to enter text. | |
| DATE LAHC QUOTE ACCEPTANCE LETTER SENT: Yes  No | | | CONTRACTOR NAME:  Click here to enter text. | | | | | CONTRACTOR PHONE NUMBER:  Click here to enter text. | |
| CONTRACTOR’S ABN:  Click here to enter text. | | | CONTRACTOR’S LICENCE NUMBER:  Click here to enter text. | | | | |  | |
| WORK COMMENCEMENT DATE:  Click here to enter a date. | | | WORK COMPLETION DATE:  Click here to enter a date. | | | | | NOTICE TO TENANT SENT  DATE: Click here to enter a date. | |
| 1. **Private owner reimbursement information** | | | | | | | | | |
| APPROVED BY LAHC TO PAY: | Yes No | | | DATE: Click here to enter a date. | | | | | |
| CONTRACTOR INVOICE PAID: | Yes No | | | DATE: Click here to enter a date. | | | | | |
| RECEIVED FROM OWNER: | Yes No | | | DATE: Click here to enter a date. | | | | | |
| SENT TO LAHC PAYABLES: | Yes No | | | DATE: Click here to enter a date. | | | | | |
| REIMBURSEMENT: | Click here to enter text. | | | DATE: Click here to enter a date. | | | | | |
| SAP VENDOR REFERENCE: | Click here to enter text. | | | SAP VENDOR NUMBER: Click here to enter text. | | | | | |
| GL ACCOUNT CODES: | 688600  (LCQ if full replacement) | | | 681010  (Residential Properties repairs if partial repair) | | | | | |
| COST CENTRE: | Click here to enter text. | | | WBS: | | Click here to enter text. | | | |
| (Private Owner bank details are supplied on page 2) | | | | | | | | | |
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| Resources: | | | | | | | | | |
| To check regulations and fencing qualifications: <https://www.fairtrading.nsw.gov.au/trades-and-businesses/licensing-and-qualifications/fencing> | | | | | | | | | |
| To check details of contractor licences: <https://www.onegov.nsw.gov.au/publicregister/#/publicregister/search/Trades> | | | | | | | | | |
| To check valid ABNs: <https://abr.business.gov.au/> | | | | | | | | | |
| LAHC asset standards: Page 3 of this document | | | | | | | | | |