

- A. All property enquiries are to be received in writing and registered on TRIM by Records.
 B. Please send property enquiries to the Property Unit Administration Officer, ext 3373.
 C. Property Unit Administration Officer will acknowledge enquiries within 7 days.

This application **does not include event applications or halls hire.**

Types of Property Enquiries

Please mark the type of enquiry	X	Please complete details on the back of this page.
1) Ascertain Ownership of Land:		Disclosure of private ownership & land details is regulated by Council's Privacy Management Plan (PMP); Council the Owner or Manager of the Land;
2) Information About Council Owned Land:		Classification of Land Certificate (S 54 LGA, 1993); Categorisation of Community Land; Shared cost of fencing (Dividing Fences Act, 1991);
3) Lease, For Occupation: (including Telecoms)		Operational Land / facilities; Community Land / facilities; Public Road; Crown Land;
4) Licence, Non Exclusive Occupation: (including Telecoms)		Operational Land and facilities - i.e. jetty licenses; Community Land or facilities - i.e. outdoor fitness classes, community markets or coffee vans in parks or ovals; Public or Main Roads – i.e. shop front displays, footpath dining; Crown Land - i.e. outdoor fitness operators, markets, coffee vans;
5) Owners Consent		For any applications over Council owned or managed land. (i.e. development applications or grant funding applications);
6) Purchase Land from Council:		Operational Land; Public Road; Community Land; Easement;
7) Sell land to Council:		For Public Open Space; For Road; For Other Purpose

Council Property Enquiry Application

Applicant Details

Property of Interest: Lot & DP or Address		
What is your enquiry, if not listed overleaf:		
Please give more details and if possible attach site plan:		
Applicant	Organisation:	
	Contact Person:	
Applicant Mailing Address:		
Telephone No:		
Fax No:		
Email:		

Privacy Notification

The information requested on this form is being collected by Shoalhaven City Council for the purpose of responding to the applicant's enquiry. The information will be used solely by Council officials for the purpose mentioned or a directly related purpose. The applicant understands that this information is provided on a voluntary basis and they may apply to Council for access or amendment of the information at any time.

Applicants Signature:

Application Date:

Office Use Only

TRIM No		Date Received:		Acknowledged By	
Application Type		Contact Officer		Date Acknowledged	