

# Dividing Fences Application

Private owners or their representatives must complete and submit this form to Homes NSW to apply for approval to replace a common boundary fence. **Applicants should not initiate any work until Homes NSW has reviewed the application and issued a signed agreement.** Should applicants have any queries prior to submitting their application, they can contact Homes NSW via email at [DividingFenceEnquiries@homes.nsw.gov.au](mailto:DividingFenceEnquiries@homes.nsw.gov.au)

To edit this document, applicants can download the form and save it to their drive, then navigate to the drive and open the form in a PDF viewer.

## The Process

A private owner requests Homes NSW to share the cost of the repair/replacement of a common boundary fence by completing and submitting this application form.

- The following documents must accompany a completed and signed copy of this application:
  - Two competitive quotes from a licensed contractor/suitably qualified tradesperson on letterhead showing applicable **ABN, licence number** and a **full business address (a PO Box is not sufficient)**. Quotes should detail the length and height of the proposed fence, as well as the type of fencing material to be used and the location of the fence. The location can be indicated by including the address of the Homes NSW property as well as the address of the privately owned property, or alternatively stating RHS, LHS or rear when looking from the street.
  - Photos of the entire existing fence showing its current condition and that it is beyond economical repair.
  - Proof of ownership, such as a copy of a Council rates notice showing the applicant as the registered owner. If there has been a name change due to marriage, a copy of the marriage certificate must be provided. Supporting documentation must also be provided if there is a guardianship arrangement in place. Real estate agents or Strata Management applying must supply a copy of their Managing Agent's Agreement.
- Complete the Details section on page four (4).

The applicant can refer to pages two (2) and three (3) for details and photos of the acceptable and unacceptable standards for fencing types and structures.

The applicant submits the required documentation by email to [DividingFenceEnquiries@homes.nsw.gov.au](mailto:DividingFenceEnquiries@homes.nsw.gov.au)

## What happens next?

- Homes NSW reviews the application and supporting documentation. If the application is approved, Homes NSW will issue a half cost fencing agreement based on what represents the best value for money. This could be through the private owner's fencing contractor or a Homes NSW contractor.
- Homes NSW will communicate with its tenant about the proposed work, providing the required 14 day notice period. Homes NSW will advise the applicant if the tenant has any specific requests in relation to the timing of the works or property access issues.
- The private owner must provide photos of the completed fence and a tax invoice that includes details of the completed work and shows that full payment has been made to the fencing contractor. Any alternative payment arrangement must be agreed by both parties prior to work commencing.

Following receipt of the required information, a Homes NSW Asset Performance Officer will inspect the work. Any sub-standard work identified during the inspection must be corrected before Homes NSW will reimburse the applicant/their representative up to the agreed amount.

## Homes NSW Asset Standards for Fencing

Homes NSW complies with Australian building standards of fencing whether metal (Colorbond), timber or decorative. The fencing contractor must comply with these requirements.

Homes NSW's Asset Performance Officer will assess the completed work to ensure compliance with the following 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/m<sup>2</sup> 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/m<sup>2</sup> 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  $\pm$  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 <b>MUST</b> be square and capped</p>
		<p>Concrete footings <b>MUST</b> 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 Homes NSW 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

## Please sign:

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

Full name (please print)

Date

DD/MM/YYYY

Sign here

X

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

## Resources - helpful information to check:

- Homes NSW Dividing Fences policy: <https://www.facs.nsw.gov.au/housing/policies/dividing-fences-policy>
- details of contractor licences: <https://verify.licence.nsw.gov.au/home/Trades>
- valid ABNs: <https://abr.business.gov.au/>
- Homes NSW Asset Standards - page 2 and 3 of this form.