

Easements over Land Application

(where Council is the Property Owner or benefitting Authority)



If you need help lodging your form, contact us				Office use only	
Email	council@northernbeaches.nsw.gov.au			Form ID	4125
Phone	1300 434 434			TRIM Ref.	
Customer Service Centres	Manly Town Hall, 1 Belgrave Street, Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	Mona Vale 1 Park Street, Mona Vale NSW 2103	Last updated	Aug 2024
				Business unit	Property
				Application no.	
				Receipt no.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Lodgement options	
In person	Visit the Customer Service Centre (listed above) to apply with supporting documentation
Via post	Send the completed application form with supporting documentation to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option.
Via email	Send the completed application form with supporting documentation to council@northernbeaches.nsw.gov.au
Payment options	
Payment	Following application/permit approval, an invoice for payment will be issued with the various payment options available.
Please note, all credit / debit card payments attract a 0.5% surcharge.	

Fees

It is important that you are aware of the costs involved in the process. The costs are outlined below:	
Application fee	As per Council's fees & charges
NSW Land Registry Services - registration costs	As per NSW Land Registry Services requirements
Surveying costs	Quote to be sought by applicant
Valuation costs	As per quote from Council's independent valuer
Council's legal costs and disbursement costs	As per quote from Council's solicitor
Compensation fee for the creation, modification or extinguishment of an easement	As per Council's fees & charges
These costs are non-refundable. Council's fees are subject to change in line with annual Delivery Program process. For further information on the fees and charges, please enquire with Council's Property team.	

Part 1: Applicant details

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other:		
First name			
Last name		ABN	
Name of user/group/organisation			
Address			
Postcode			
Phone		Alternate	
Mobile		Fax	
Email			

Part 2: Owner(s) details

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other:		
First name			
Last name		ABN	
Name of user/group/organisation			
Address			
Postcode			
Phone		Alternate	
Mobile		Fax	
Email			

Part 3: Reason for application

Please select one of the following reasons
<input type="checkbox"/> Creation of easement over Council owned land
<input type="checkbox"/> Modification of existing easement
<input type="checkbox"/> Extinguishment of existing easement over private land where Council is the benefitting Authority

Part 4: Purpose of the easement

Provide further details for the purpose of the easement
<input type="checkbox"/> Drainage (stormwater)
<input type="checkbox"/> Right of way
<input type="checkbox"/> Other (please describe)

Part 5: Current land use

Parks and reserves	Road reserves
Bushland	Drainage reserve
Carpark	Community facility/centres
Other:	

Part 6: Project description - details of land affected by the easement

Describe the reason for the creation, modification or extinguishment of an easement.	
Land affected by easement (e.g. Reserve name, Street name)	
Parcel Identification (if known - Lot and DP)	
Street address benefitting from the proposed easement	
Suburb	

Part 7: Development Application

Has a Development Application been lodged with Council?	Yes	No
If so, what is the DA number?	DA Number:	

Part 8: Surveyor's details

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other		
First name			
Last name		ABN	
Name of user/group/organisation			
Address			
Postcode			
Phone		Alternate	
Mobile		Fax	
Email			

Part 9: Checklist

Use this Checklist to confirm you have fully completed your application			
Have you included a survey plan of the proposed easement, or the existing easement, with the approximate boundary dimensions (length and width) and area? (include in the survey plan, existing encroachment and significant trees and identify the species and size of trunk).	Yes	No	
Have you read the Information for Applicants regarding easements over land where Council is the property owner or benefitting Authority (found on Council's website).	Yes	No	

Part 10: Agreements to terms and conditions

	I understand that this is an application. It is not a legally binding contract. I acknowledge that the creation, modification or extinguishment of an easement over land, where Council is the property owner or benefitting Authority, is subject to formal Council approval.		
Applicant's name			
Signature		Date	
Landowner's name			
Signature		Date	