



Tony & Terina Brierley
 Teriton Fencing
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 www.teriton.com.au

NEIGHBOUR NOTIFICATION SERVICE

Teriton is pleased to offer you our Neighbour Notification Service to contact your neighbours to inform them of your intention to construct a new boundary paling fence and seek their approval to pay half of the costs.

For a small upfront fee of \$32.50 Inc. GST Teriton will do all that is required to gather your neighbours contact information from the council, write to them sending a cover letter, notice to fence document and a copy of our accepted quote on your behalf. (Please note: if more than one neighbour is required to be notified then please add \$11 per additional neighbour)

Teriton will deal with your neighbours regarding all paperwork required and payments. Teriton will inform you once we have confirmation from your neighbours of start dates etc. Likewise, Teriton will also inform you of your neighbours' refusal to partake in the cost of the fence at which point you will need to decide on what course to take next (see Fact Sheet Shared Obligations for Fence Boundaries).

If you wish to use our Neighbour Notification Service, then simply fill out the form below and return to us. We will then send you an invoice for the fee required. Your payment can be Cheque, Direct Deposit or Internet Transfer using the details below. Once the form & payment has been received Teriton will send you two forms to sign and return to us ASAP. These are:

- 1: **Teriton Letter of Authorisation to Serve Notice to Fence** (this is for our records & is you authorising Teriton to act on your behalf regarding obtaining contact information for your fence)
- 2: **Bass Coast Fencing Information Form** (Bass Coast Council Form to obtain your neighbours details from council records and held onto by Bass Coast Council).
- 3: **A Photocopy, a clear photo front & back or scanned image of your driver's license** for the registered owner of the property requesting details. Bass Coast council requirement to confirm you are the owner of the property requiring the neighbour's information to fence.

Once the 2 signed forms & copy of your license has been received by Teriton only then can we proceed to contact your neighbours.

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*Please fill in all details below and
 return slip to: Teriton Fencing P.O. 407 Wonthaggi Vic. 3995 or Scan and Email to: info@teriton.com.au*

I/we (print name/s).....

As per quotation number/s:.....

wish to use your Neighbour Notification Service. I / we understand if our fence construction does not go ahead by Teriton Fencing then the \$32.50 upfront fee (plus additional neighbours charge if applicable @ \$11/ neighbour) and is nonrefundable.

Yours sincerely signed.....

Date...../...../..... Contact Number:.....

*The above slip must be signed and returned with your Total Fee payment before we can proceed.
 Forms will be sent once received or can be downloaded from our website:
 teriton.com.au/neighbour-notification-service*

Payment Options

Direct Deposit / Internet Transfer details:
 Bendigo Bank
 BSB:633-000
 Account:134002500
 Please use your Surname as reference

Send Cheque / Slip To:
 Teriton Fencing
 P.O. Box 407
 Wonthaggi
 Victoria 3995