*Sample letter one*

**Notification for the construction of a new dividing fence**

(Your address)

Dear Owner

I am writing to advise that I propose to erect a dividing fence on the boundary line between our properties at (your property address) and (the adjoining property address).

The fence I wish to erect is a (description of the fence including type, length, height, material and colour). The proposed fence will be located on (boundary line to be fenced).

I have obtained and attached quotes and propose to accept the quote from (name of the fencing company) at the cost of (full amount quoted). Your share of the dividing fence will be (half amount the cost quoted) which is half the cost of a sufficient fence according to the local government laws in the area.

Please let me know within 21 days if you agree or disagree with this proposal.

If you would like to discuss this with me I can be contacted on telephone number (your number) or by email at (your email address).

If within 21 days we cannot reach agreement or you do not respond, the *Dividing Fences Act 1961* provides for the matter to be determined in the Magistrates Court.

(Your signature)

(Name)

(Date)

*Sample letter two*

**Claim for payment for a dividing fence already constructed**

(Your address)

Dear Neighbour

I am writing to seek your contribution to the dividing fence between our properties at (your property address) and (the neighbour’s property address) constructed (length of time since construction) ago, when you’re land was vacant. The *Dividing Fences Act 1961* allows owners of adjoining land, who have erected a dividing fence, to seek half of the cost incurred once their adjoining owner has completed a substantial building or structure, are living in it, or are using the land.

Now that you have completed your construction, I wish to seek half the value of the dividing fence which cost (total amount paid) to erect. I estimate that the value of the fence is current and therefore seek payment of your half share of the fence which is (half the amount paid).

Please let me know if you agree or disagree with this proposal. I have attached copies of the quotes obtained and the invoice and receipt we received from the fencing contractor.

If you would like to discuss this with me I can be contacted on telephone number (your number) or by email at (your email address).

If within 21 days we cannot reach agreement or you do not respond, the matter may be referred the Magistrates Court for determination

(Your signature)

(Name)

(Date)

*Sample letter three*

**Notification for the repair of an existing dividing fence**

(Your address)

Dear Neighbour

I am writing to seek your agreement and contribution for the repair of the dividing fence which separates our properties at (your property address) and (the neighbour’s property address) in accordance with Section 15 of the *Dividing Fences Act 1961.*

The dividing fence is in need of repair because (outline type of damage needing repair). I have attached copies of quotes to have the repairs done and suggest we accept the quote from (name of the fencing company) at the cost of (full amount quoted). Your share of the dividing fence will be (half amount the cost quoted) which is an equal share the cost.

Please let me know within 14 days if you agree or disagree with this proposal. If you would like to discuss this with me I can be contacted on telephone number (your number) or by email at (your email address).

If within 14 days we cannot reach agreement or you do not respond, the *Dividing Fences Act 1961* provides I may repair the fence and then recover half of the repair costs through the Magistrates Court.

(Your signature)

(Name)

(Date)