Easements over Land Application

(where Council is the Property Owner or benefitting Authority)

Northern Beaches Council

If you need help lodging your form, contact us			
Email	council@northernbeaches.nsw.gov.au		
Phone	1300 434 434		
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

Office use only	
Form ID	4125
TRIM Ref.	
Last updated	June 2026
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.
Note: 0.5% payment card surcharge applies to both credit/debit card payments until 1 October 2026.	

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 disbursment 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	◯ Mr ◯ Mrs ◯ Ms ◯ Other:		
First name			
Last name		ABN	
Name of user/group/organisation			
Address			
Postcode			
Phone		Alternate	
Mobile		Fax	
Email			

Part 2: Owner(s) details

Title	◯ Mr ◯ Mrs ◯ Ms ◯ 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
◯ Creation of easement over Council owned land
◯ Modification of existing easement
◯ 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
◯ Drainage (stormwater)
◯ Right of way
◯ 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 Aapplication

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	◯ Mr ◯ Mrs ◯ Ms ◯ 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	