



## Owner's Provision of Authority

(Owner's consent to allow Council / agents to act or sign)

### Property Details - location of proposed development

Unit / Street No.          Street / Road

Suburb / Town / Locality

Lot

Section

Deposited / Strata Plan No

### Proposed Development

Details of proposed development

### Owner's Details (ALL owners details)

Title                          Given Name/s                          Surname

Title                          Given Name/s                          Surname

Title                          Given Name/s                          Surname

Title                          Given Name/s                          Surname

Organisation / company name

A.B.N

A.C.N.

Postal Address

Telephone (H)

Telephone (B)

Mobile

Email

**All owner(s) of the land to be developed must sign the application**

Owners' names must match those included in Council's rates system. If the owner is a company or corporation, then a director, secretary or authorised delegate must sign. If the land is Crown land, an authorised officer of the relevant Crown authority must sign the application. For Strata buildings, the consent of the Owners Corporation is needed for the development on common property. If Council is the land owner, you will need to obtain owner's consent prior to lodging the application. **An original signature must be provided.**

**Owner/s Declaration**

- As owner/s of the land nominated below, I/we consent to lodgement of the application/s
- I/we also consent for authorised council officers to enter the land or premises to carry out inspections and surveys or take measurements or photographs as required for the administration of the Act/s, Regulations or Planning Instrument.
- I/we acknowledge that applications will be published on DA Tracking on Council's website and have read and understand the information on Page 3 of this form.
- I/we consent to Council applying the minor corrective changes to my/our applications within the e-Planning Portal, as per previous written advice.

**Please note:** *If you are signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. power of attorney, executor, trustee, company director, etc).* **An original signature must be provided.**

**Owner's Details** (ALL owners details)

Owners Name	Owners Signature
Owners Name	Owners Signature
Owners Name	Owners Signature
Owners Name	Owners Signature
Owners Name	Owners Signature
Date	

## Guidelines - Important Information

### Privacy Notification

The information you provide in this application is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PIPPA) which will enable Council staff (or any appointed agent), and any relevant state agency, and the community to consider/assess your application under the Environmental Planning and Assessment Act 1979 and other applicable State legislation. The supply of the information by you is voluntary, however, if you cannot provide or do not wish to provide the information sought, your application may not be accepted. You have the right to access and have corrected information provided in your application. Please ensure the information is accurate and advise us of any changes. Address enquiries concerning this matter to Council's Public Officer. Council will only use this information in accordance with PIPPA.

### Access to Information

The Government Information (Public Access) Act & Regulation 2009 states that it does not apply to so much of the information as consists of:

- (a) The plans and specifications for any residential parts of the proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected, or
- (b) Commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

Council considers that persons inspecting the plans of a proposed development that may impact on their amenity cannot affectively do so without knowledge of the basic internal layout e.g. Living rooms, bedrooms etc where privacy from overlooking may be a problem. Accordingly, applicants and owners are requested, as part of signing this application, to give permission for persons, as part of the Notification Process, to inspect the internal plans accompanying the application. Council will not permit copies to be taken or extracts made of internal plans. Internal plans of residential premises will not be published on Council's website. As Council is unlikely to be aware of sensitive commercial information, it is the applicant's responsibility to ensure that such information is clearly identified and separate from other application documentation, and any requirements relating to disclosure of the information specified, or the information will otherwise be made publicly available by Council.

### DA Tracking and Notification

Online DA tracking is a software product that allows all customers to view plans, details and to track the progress of a Development Application throughout the assessment process. It represents key milestones in the Development Application process however, it is not a detailed history. Persons wishing to confirm information in detail should contact Council in writing to obtain a written response. The information that can be viewed online is clearly labelled in the relevant application checklists.

Development applications will be publicly notified/advertised in accordance with Council's Community Participation Plan.

### DA Decision Making

If in the opinion of Council Officers any significant issues of public interest or policy and material impacts are identified, the application will most likely be reported to a Council meeting, otherwise qualified staff will make a decision under delegated authority.

### Copyright Note

The applicant is advised that Council may make copies (including electronic copies) of the development application and accompanying documents for the purpose of complying with its obligations under the Environmental Planning and Assessment Act 1979, the Local Government Act 1993 and the Roads Act 1993. In addition, the Council may make such further copies as, in its opinion, are necessary to facilitate a thorough consideration of the development application by Council and public participation in the development assessment process. This will include making copies of the advertised plans, supporting documentation and the determination available on request to be viewed by a member of the public. The applicant is responsible for obtaining all copyright licences necessary from the copyright owners for this purpose.

## Guidelines for supplying owners' consent

<b>Torrens Title</b>	Individuals
	All owner/s of the property are to sign the form  If the property has multiple owners all owners are to sign

OR

<b>Strata Title</b>	Where development does not affect common land	Where development affects common land
	All owner/s of the relevant strata unit are required to sign the form.  If the property has multiple owners attach another page that includes all signatures	All owners of the Strata Plan are required to sign the form.  If the strata have multiple owners attach another page that includes all signatures. <b>or</b> Affixing the owners corporation seal. <b>or</b> The Strata Managing Agent of the Owners Corporation must sign the form and affix the owner's corporation seal.  Note: If the Strata Manager is a corporation, the form must be signed by the President, chairperson or other principal officer of the corporation (or by any member of the staff authorised to do so by the President, chairperson or other principal officer).

OR

<b>Corporations</b>	Consent by Directors	Consent by Company Seal
	The consent must be given by: <ul style="list-style-type: none"> <li>• Two directors of the company, or</li> <li>• One director and a company secretary, or</li> <li>• Sole Director of a proprietary company.</li> <li>• Documentary evidence of signatories must be supplied. eg ASIC directors statement</li> </ul>	By affixing the company seal and consent given by: <ul style="list-style-type: none"> <li>• Two directors of the company, or</li> <li>• One director <i>and a company secretary, or</i></li> <li>• <i>Sole Director of a proprietary company.</i></li> <li>• Documentary evidence of signatories must be supplied.</li> </ul>

OR

<b>Other</b>	Multiple Occupancy	Community Title
	All owner/s of the property are to sign the form.  If the property has multiple owners attach another page that includes all signatures.	Letter of authorisation or stamp from the Community Title Neighbourhood Association.

**Please Note:** if you have recently settled on a property and council has not yet received notice from Land Property Information (LPI) of a change of ownership for the property, please complete this form and provide a copy of the sales transfer signed by the vendor.