



Owners Authorisation Form

I hereby give consent to the submission of a:

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| <input type="checkbox"/> Development Application | <input type="checkbox"/> Complying Development Certificate |
| <input type="checkbox"/> Construction Certificate | <input type="checkbox"/> Modification to DA/CC/CDC |
| <input type="checkbox"/> Section 68 Local Government Application | <input type="checkbox"/> Occupation Certificate |
| <input type="checkbox"/> Subdivision Certificate | <input type="checkbox"/> Subdivision Works Certificate |

Property Description *(Lot & DP)* _____
(Property Address) _____

Owner Name
(print full name) _____

Owner Name
(print full name) _____

Owner/s Address

Contact Number _____

I/we hereby consent to the making of this application and I/we understand that it will be necessary for Council staff to enter and inspect the property, the subject of this application to ensure compliance with the provisions of the Environmental Planning and Assessment Act 1979, as amended and the Regulations thereunder and with the approved plans and specifications. Therefore I/we give approval for Council staff to enter and inspect the property during the approval process; during construction and until such time as all of the work has been completed to Council's satisfaction.

Owner/s Authorisation Signature _____

Authorisation Date _____





Notes:

- (1) **Owner(s)** - All property owners MUST sign for all applications.
- (2) **Company/Organisation** - If property is in the name of a company, position held in that company must be stated & company seal (if one) fixed here.
- (3) **Joint wall/retaining wall/fence** - when works affect a joint wall, retaining wall or fence, consent of all property owners is required (eg; Semi- detached or terrace dwelling and boundary fence).
- (4) **Strata title/body corporate** - if the property is a unit under strata title, then in addition to the owner(s) signature the following must be provided if any works or proposed use affect common property:
 - The common seal of the owners corporation must be stamped on this form and witnessed by two members of the executive committee (where there is a determination by the owners corporation), the secretary of the owners corporation and another member of the executive committee, or the appointed strata managing agent;
 - **and** one of the following:
 - (a) A letter on strata management letterhead stating the requirements of the Strata Schemes Management Act 2015 have been met;
 - or**
 - (b) Copy of resolution or minutes showing that a special resolution has been passed at a general meeting of the owners corporation that specially authorises the change to common property.
- (5) **Signing on owners behalf** - if you are signing on the owners behalf as the owners representative, you must state the nature of your legal authority and attach documentary evidence of your authority (a full copy is required). Depending on the nature of your authority, the following evidence may be accepted: Power of Attorney, Trust Deed, Probate, Letters of Administration, Delegation Schedule, Letter (with organisations letterhead) confirming your authority.
- (6) **New owners** - if the property has recently been sold, documentary evidence of the sale must be provided. Please provide one (1) of the following:
 - A copy of the Certificate of Title
 - Previous owners consent to the application

Council will not process applications that are incomplete or non-complying with lodgement requirements. These will be returned to applicants within 14 days.

- I apply for approval to carry out the development or work described in this application. I declare that all the information in the application and checklist is to be the best of my knowledge, true and correct.
 - I also understand that if the information is incomplete, the application may be rejected or delayed or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted may be void.
 - I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application.
 - I declare that the electronic data provided is a true copy of all plans and associated documents submitted with this application.
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