


Office use only	

Section 1 Applicant Details (All correspondence will be sent to the below address)

Company Name						
Name	Surname				Mr / Mrs / Other	
	Given			Middle		
Postal Address	Number and Street					
	PO Box / DX / Other					
	Suburb / Town				State	Postcode
Contact Details	Phone			Mobile		
	Fax			Email		
Signature					Date	/ /

Section 2 Site Details

Lot Description – <i>Attach extra sheet if insufficient space</i>	Lot/Unit	Sec	DP/SP	Lot/Unit	Sec	DP/SP
	Lot/Unit	Sec	DP/SP	Lot/Unit	Sec	DP/SP
Address	Number	Street			Suburb/Town	


Section 3 Building Details

Type of Building	Please specify all or part of the buildings over which the certificate is required (eg residential dwelling and outbuilding, factory, office, etc).					
Area	Floor area of building/part (if not a single residential dwelling)				m ²	

Section 4 Access Arrangements

Contact Details (Business Hours)	Name					
	Phone			Mobile		
	Fax			Email		
Keys	Available from					

Section 5 Owner Consent

Consent	<i>Unless the applicant is a person referred to in Note 2 overleaf, consent of all building owners is required. Companies must attach a letter containing the signature of at least one director.</i>					
	I/We		of			
	As owner(s) of the property subject to this development application, give consent to the application and also for Council Officers to undertake inspections of the site/premises.					
					Date	/ /

Note 1 Documents

Copies	You must provide two copies of a current survey certificate/report when you lodge your application
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Note 2 Owner Consent

Exceptions	<p>The consent of the owner of the building or part, or the owner’s solicitor or agent is necessary in writing unless the applicant is a person referred to in paragraph 1, 2 or 3.</p> <p>The applicant is:</p> <ol style="list-style-type: none"> 1 The owner of the land on which the building is erected; or 2 Any other person, with the consent of the owner of that land; or 3 The purchaser under a contract for the sale of property that comprises or includes the building or part, or the purchaser’s solicitor or agent; or 4 A public authority that has notified the owner of tis intention to apply for the certificate.
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Privacy Notification *(Privacy and Personal Information Protection Act 1998 – Section 10)*

The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the file in which the Application will be filed. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. Council is collecting this personal information from you in order to comply with the requirements of the legislation under which the Application is made. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council on telephone 4227 7111.