

FORM NOTICE OF INTENTION/ORDER – REPRESENTATION REQUEST



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 application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. 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. 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 legislation. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

About this Form

Complete this form when seeking to make representations to appeal against, or modify the terms of, the proposed Order, or when requesting an extension of time to comply with the Order. This form should be completed by the recipient of the Notice, or the person entitled to act on their behalf.

How to Complete this Form

- 1 All fields on this form must be completed unless otherwise indicated.
- 2 Ensure a copy of any supporting documentation referred to in Section 5 is submitted with this form.
- 3 Once completed you can submit this form and associated documentation to Council. Please refer to Section 9 for lodgement details.
- 4 See top right corner of Council's reminder letter for the "REFERENCE NO" number.

REFERENCE NO:

SECTION 1 IDENTIFICATION OF BUILDING

Address Number	Street		
Suburb	Building Name (if applicable)		
Lot Number (if known)	DP/SP (if known)		
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Mixed Building Use
Other (give description)			

SECTION 2 DETAILS OF PERSON MAKING REPRESENTATION

Given Name/s	Family Name
Company Name (if applicable)	
Postal Address	Suburb
Home Number	Mobile Number
Business Number	Email address

SECTION 3 NATURE OF REQUEST

Please tick appropriate box

- Appeal against the issue of the proposed Order
- To vary the terms of the proposed Order as stated in the Notice of Intention
- To seek an extension of time to comply with the Order

SECTION 4 EXPLAIN THE REASONS FOR YOUR REQUEST

Please explain below the reasons and justification for your representations:

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SECTION 5 LIST OF ATTACHMENTS (Submitted with this Form)

Please identify below documents attached to this form to support your submission:

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SECTION 6 EXTENSION REQUEST – Complete Sections 6 and 7 if requesting to modify time to complete work

For each numbered item on the Notice/Order identify the schedule of works and the proposed completion date. If some items are already completed please note this under the description column.

Item No. of Order	Description of actions taken to complete work	Proposed Completion Date


SECTION 7 RISK MANAGEMENT (Strategy for mitigating in any potential risks until work is complete)?

I advise that a risk assessment has been undertaken and until all necessary works have been completed a management strategy has been implemented to mitigate the identified potential risks to people's health and safety

Name	Signature 
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SECTION 8 DECLARATION

I declare that the information contained in this statement is, to the best of my knowledge and belief, true and accurate.

Name <i>(Please print clearly)</i>	Company Name (if applicable)
Signature 	Date

SECTION 9 LODGEMENT DETAILS

You can lodge this form by:

Mail: The General Manager
Wollongong City Council
Locked Bag 8821
WOLLONGONG DC NSW 2500

Fax: (02) 4227 7048

Email: council@wollongong.nsw.gov.au

In Person: 41 Burelli Street, Wollongong Monday – Friday 8:30am – 5:00pm

SECTION 10 GENERAL ENQUIRIES

For general enquiries regarding Council's Fire Safety Program please ask to talk to our Essential Services Administration Team by telephoning (02) 4227 7111 or by emailing council@wollongong.nsw.gov.au.