


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.

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 (Attach extra sheet if insufficient space)	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 CONSENT

Consent	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/We..... of	
	As owner(s) of the property subject to this application, give consent to the application and also for Council Officers to undertake inspections of the site/premises.	
Signature		Dated / /

NOTE 1	DOCUMENTS
Copies	You must provide two copies of a current survey certificate/report when you lodge your application.

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; or2 Any other person, with the consent of the owner of that land; or3 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; or4 A public authority that has notified the owner of its intention to apply for the certificate.