

Owners Consent Form

A complying development application cannot be made on an Owners' behalf unless an Owners Consent form is provided.

Name of the Owner(s):

Address of Property Subject of CDC application:

Address of Owner where different to above: (If same write "As Above")

As owner(s) of the land to which this application relates, I/we consent to this application. I/we also consent for authorised Council officers or accredited Certifiers entering the land to carry out inspections relating to this application. I/we accept that all communication regarding this application will be through the nominated applicant(s).

By completing and submitting this Owner Consent Form you authorise the New South Wales Department of Planning and Environment (DPE) to collect your personal information as defined in the *Privacy and Personal Information Protection Act 1998 (the "PPIPA")*.

Personal information collected by DPE will include your name and any other details you provide on the Form.

For the purpose of section 10 of the PPIPA, you acknowledge and agree that any personal information that you provide on this Form may be provided by DPE to:

- (a) the relevant Local Council;
- (b) an accredited certifier providing certification services for the proposed development; and
- (c) other New South Wales Government Departments (including the Department of Finance and Services),

for the purpose of operating and maintaining the Electronic Housing Code website and in order to assess, approve and certify the proposed development and any related purposes.

Should you wish to access or correct any of your personal information held by DPE please email ehcteam@planning.nsw.gov.au.

Signature
Of Owner(s)

Supporting documentation

In addition to signing the Owners Consent form, there may be circumstances where additional information is required. These are identified below:

Company/ Organisation

If the owner is a company, owner's consent is to be provided in one of the following ways:

- Execution of owner's consent form (or other document to the same effect) in accordance with s. 127 (1) of the Corporations Act 2001 (Cth).
- Common seal affixed to, and execution of, owner's consent form (or other document to the same effect) in accordance with s. 127 (2) of the Corporations Act 2001 (Cth).

Together with an up to date ASIC Company Extract and other relevant supporting documentation.

New Owner(s)

If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:

- A copy of the Certificate of Title.
- A letter from your solicitor confirming settlement.
- Previous owner(s) to provide owner(s) consent.

Strata title / Body Corporate

If the property is a unit under strata title or a lot in a community title, then in addition to the owner(s) signature the following must be provided if any works are proposed on common property:

- The common seal of the body corporate must be stamped on this form over the signature of the owner(s) and signed by the chairman or secretary of the body corporate or the appointed managing agent.
- A letter on strata management letterhead.
- Minutes signed by Body Corporate Chairman, clearly stating the words "Support for lodgement of a Development Application".

Signing on owners behalf

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).

Joint wall / Fence

When works affect a joint wall or fence, consent of all property owners is required (e.g. Semi-detached or terrace dwelling and boundary fences).