



## Application to Modify a Construction Certificate (Building or Subdivision)

### Information for the applicant

- To minimise delay in receiving a decision about the application, please fill in all sections and ensure all relevant information and documents are provided.
- Once completed, this application form should be submitted via the NSW Planning Portal [www.planningportal.nsw.gov.au](http://www.planningportal.nsw.gov.au)

### SECTION A. Details of the land where the building/subdivision work and/or use is to be carried out

Unit/Street no.  Street Name

Locality  State  Postcode

Lot  Section  Deposited Plan (DP)

**Briefly describe** the manner and extent of the modification.

**The amendments are to be shown on your amended plan and highlighted by shading or colouring. An electronic copy of the plans are required for a modified Construction Certificate.**

Failure to adequately describe your amendments will result in delays.

BCA Class  Value of Work \$

### SECTION B. Details of the applicant

Mr  Ms  Mrs  Dr  Miss  Other:

Contact person

Company (If applicable)

Address <input type="text"/>		
Suburb or town <input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>
Phone <input type="text"/>	Email <input type="text"/>	
Signature of Applicant <input type="text"/>	Date <input type="text"/>	

### SECTION C. Owner's consent

If the land is part of a Community Title or Strata Scheme then the Community Associated/Body Corporate must also consent to lodging the application.

If the owner is an organisation/company the Authorised Officer and/or Director(s) must authorise the submission of the application. Attach a signed letter on the organisation or company letterhead.

The owner(s) must sign the following statement:

As the owner(s) of the above property, I/we consent to Council to enter the subject property at any reasonable time for the purpose of carrying out an inspection in connection with the assessment of this application. I/we undertake to take all necessary steps make access available to the property to enable the inspection to be carried out.

Owners Signature/s

  


Owner Name/s

  


Owner Email

  


Date

### SECTION D. Development consent

Date of development consent (if already granted)

Development consent reference no.:

## SECTION H. Delivery of the application

Applications for development applications must be delivered by hand or post to one of the options below:

256 Crawford Street, Queanbeyan, NSW 2620  
PO Box 90, Queanbeyan, NSW, 2620

10 Majara Street, Bungendore, NSW 2621  
PO Box 348, Bungendore NSW 2621

144 Wallace Street, Braidwood NSW 2622

By email

[council@gprc.nsw.gov.au](mailto:council@gprc.nsw.gov.au)

## SECTION I. Date of Receipt of Application (Office use only)

To be completed by the Council **immediately** after receiving this Application.

This Application was accepted by

and was received on