



Owner's Consent Form

Information for the applicant

- This form is a mandatory document that must be completed and submitted at the time of lodgement with any Development Application or Certificate.
- From 1 January 2023, the EP&A Regulation 2021 requires written landowners' consent for all Development Applications where the applicant is not the owner.
- Applicants must ensure that all relevant owner/s details are provided and that the form is uploaded via the NSW Planning Portal at the time of lodgement.

Owners Consent – Additional Information

Company / Organisation

If the owner is a company, a current ASIC Company Extract (issued the day before or the day of lodgement) must be provided in addition to one of the following:

- Signatures of two directors or a director and a company secretary (unless it has a sole director).
- Execution of owner's consent form (or other document to the same effect) in accordance with s 127 (1) of the *Corporations Act 2001*.
- Common seal affixed to, and execution of, owner's consent form (or another document to the same effect) in accordance with s 127 (2) of the *Corporations Act 2001*. If there is no common seal, a company letterhead is acceptable.

Signing on the owner's 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, or company director).

Strata Title / Body Corporate

If the property is a unit under strata title or a lot in a community title, and works are proposed on common property, then one of the following must be provided in addition to the owner's consent:

- The common seal of the body corporate must be stamped on this form over the signature of the owner(s) and signed by the chairperson or secretary of the body corporate, or the appointed managing agent.
- A letter on strata management letterhead.
- Minutes signed by body corporate chairperson, clearly stating the words 'supported for lodgement of [specify type of application].'

New owner(s)

If the property has recently been sold, one of the following must be provided:

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

Applicant Details

First Name:	Last Name:
Address:	
Email address:	
Mobile Phone:	Work Phone:

Property Details

Lot Number:	DP Number:
Unit / Shop Number:	
Street Address:	

Type of Application

Please select one:	
<input type="radio"/> Development application	<input type="radio"/> Construction Certificate
<input type="radio"/> Complying Development Certificate	<input type="radio"/> Building Information Certificate
<input type="radio"/> Subdivision Certificate	<input type="radio"/> Subdivision Works Certificate
<input type="radio"/> Other (specify):	
Application Reference Number:	

Owner's Details

Owner Name 1		Email
Address		
Locality/Suburb	State	Postcode
Signature of Owner 1		Date

Owner Name 2		Email
Address		
Locality/Suburb	State	Postcode
Signature of Owner 2		Date

Owner Name 3		Email
Address		
Locality/Suburb	State	Postcode
Signature of Owner 3		Date

Owner Name 4		Email
Address		
Locality/Suburb	State	Postcode
Signature of Owner 4		Date

Applicants must ensure all relevant owners' details are provided in both the NSW Planning Portal and on this form to prevent delays

Owner(s) Consent

As the owner(s) of the land related to this application, I/we:

- Consent to this application.
- Authorise Council Officers to inspect the land.
- Agree that communication will occur through the applicant.

Political Donations Statement

Are you the applicant?

☐ Yes ☐ No

Are you a person making a submission in relation to an application?

☐ Yes ☐ No

Reportable political donations or gifts made by person making this declaration or by other relevant persons.

Under Section 10.4 of the Environmental Planning and Assessment Act 1979, donations of \$1,000 or more made in the last two years must be disclosed. Applies until the application is determined.

State below any reportable political donations or gifts you have made over the 'relevant period' (see glossary on page 2). If the donation or gift was made by an entity (and not by you as an individual) include Australian Business Number (ABN).

If you are the applicant of a planning application state below any reportable political donations or gifts that you know, or ought reasonably to know, were made by any persons with a financial interest in the planning application, OR

If you are a person making a submission in relation to an application, state below any reportable political donations or gifts that you know, or ought reasonably to know, were made by an associate.

Please note: List all reportable political donations and gifts

Has a donation or gift been made?

☐ Yes ☐ No

If yes, please provide details:

--

Name of person/party for whose benefit was made; or person to whom the gift was made:

Date the gift or donation was made:

What was the amount /value of the gift or donation?

Conflict of Interest Declaration

Are you a Council employee, or do you/the owner(s) have a family, personal, or business relationship with a Council officer or Councillor?

☐ Yes ☐ No

Applicant Declaration(s)

I/we agree to the proposed development application described above and authorise Council staff to inspect the property as required to ensure compliance with the Environmental Planning and Assessment Act 1979, the Local Government Act 1993, and all relevant regulations, plans, and specifications. I/we acknowledge that all correspondence will be directed to the applicant via the NSW Planning Portal and accept Council's policies on political donations, privacy, and the advertising/exhibition of applications, including publishing information on Council's website.

☐ I acknowledge that providing inaccurate or incomplete information may result in delays, rejection, or requests for further details.

Applicant Signature:	Date:
<input type="text"/>	<input type="text"/>
Print Full Name:	
<input type="text"/>	