

# Owners Consent Form

Lismore City Council, PO Box 23A, Lismore 2480  
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## This form may be used for:

- |  |   |
|--|---|
| <input type="checkbox"/> Consent to lodge a Development Application          | <input type="checkbox"/> Consent to lodge a Construction Certificate              |
| <input type="checkbox"/> Consent to modify a Development Consent (S4.55)     | <input type="checkbox"/> Consent to lodge a Section 138 Application               |
| <input type="checkbox"/> Consent to lodge a Section 68 Application           | <input type="checkbox"/> Application for a Cemetery and/or Burial on Private Land |
| <input type="checkbox"/> Consent to lodge a Building Information Certificate | <input type="checkbox"/> Consent to lodge an Occupation Certificate               |
| <input type="checkbox"/> Consent to lodge a Subdivision Certificate          |   |

## Before you Lodge

### About this form

This form can be used as an owner's consent form for any of the applications listed above.

### How to complete this form

1. Ensure that all fields have been filled out correctly.
2. Please note that fields on this form marked with an \* are mandatory and must be completed before submitting the application.
3. Once completed you can submit this form as part of your application documentation

## Part 1: Details of Property

Address No. <input type="text"/>	Street Name * <input type="text"/>	
Suburb <input type="text"/>	Nearest Cross Street/Road <input type="text"/>	
Lot <input type="text"/>	DP <input type="text"/>	Section <input type="text"/>

## Part 2: Applicant Name Only

Title <input type="text"/>	Given Name/s * <input type="text"/>	Family Name * <input type="text"/>
Organisation/Company Name <input type="text"/>		

## Part 3: Description of Proposal

#### Part 4: Owner's Details (all owners names)

Title	Given Name/s *	Family Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Title	Given Name/s *	Family Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Title	Given Name/s *	Family Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Title	Given Name/s *	Family Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Organisation/Company Name

Address \*

Home Number	Business Number	Mobile Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Fax Number	Email Address
<input type="text"/>	<input type="text"/>

#### Part 5: Owner's Consent

**Every** owner of the land must sign this form. **When works affect a joint wall, consent of both property owners is required (eg semi-attached or units).** If the owner is a company, the form must be signed by an authorised director. If the property is a unit under strata title or a lot in a community title, then In addition to the owners signature the common seal of the body corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate or the appointed managing agent. If the land is crown land, an authorised officer of the Department of Lands must sign the application **an original signature must be provided.** If the land is owned by Council, the General Manager or delegate must sign the application.

As owner/s of the land nominated above, I/we consent to lodgement of the application(s) described on this form.

I/we also consent for authorised council officers to enter the land or premises to carry out inspections and surveys or take measurements or photographs as required for the administration of the Act(s), Regulations or Planning Instrument.

I/we acknowledge that applications will be published on DA Tracking on Council's website and have read and understand the information on Page 3 of this form.

**Please note:** 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). If the land is Crown land, an authorised officer of the Department of Lands (or Trustee) must sign the application. **An original signature must be provided.**

Owners Name *	Owners Signature *
<input type="text"/>	<input type="text"/>

Owners Name *	Owners Signature *
<input type="text"/>	<input type="text"/>

Owners Name *	Owners Signature *
<input type="text"/>	<input type="text"/>

Owners Name *	Owners Signature *
<input type="text"/>	<input type="text"/>

## Part 5: Owner's Consent Continued

Owners Name \*

Owners Signature \*

Date

## Part 6: Conflict of Interest

To ensure transparency in Council's decision making process and to avoid potential conflicts of interest, owners are to make a declaration as to whether they are a Council employee or are a friend/ relative / associate to a Council employee or Councillor.

I am a Council Employee or Councillor

Yes

No

I am a friend, relative or associate to a Council Employee or Councillor

Yes

No

If yes, state relationship

## Part 7: Important Information / Privacy Information

### Privacy Notification

- 1) The information you provide in this application is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* which will enable Council staff (or any appointed agent), and any relevant state agency, and the community to consider/assess your application under the *Environmental Planning and Assessment Act 1979* and other applicable State legislation. The supply of the information by you is voluntary, however, if you cannot provide or do not wish to provide the information sought, your application may not be accepted. You have the right to access and have corrected information provided in your application. Please ensure that the information is accurate and advise us of any changes. Address enquires concerning this matter to Council's Governance Section.

### Access to Information

- 2) The *Government Information (Public Access) Act & Regulation 2009* states that it does not apply to so much of the information as consists of:
  - (a) *the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected, or*
  - (b) *commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.*

Council considers that persons inspecting the plans of a proposed development that may impact on their amenity cannot effectively do so without knowledge of the basic internal layout e.g. Living rooms, bedrooms etc where privacy from overlooking may be a problem. Accordingly, applicants and owners are requested, as part of signing this application, to give permission for persons, as part of the Notification Process, to inspect the internal plans accompanying the application. Council will not permit copies to be taken or extracts made of internal plans. Internal plans of residential premises will not be published on Council's website. As Council is unlikely to be aware of sensitive commercial information, it is the applicant's responsibility to ensure that such information is clearly identified and separate from other application documentation, and any requirements relating to disclosure of the information specified, or the information will otherwise be made publicly available by Council.

### DA Tracking and Notification

- 3) Online DA tracking is a software product that allows all customers to view plans, details and to track the progress of a Development Application throughout the assessment process. It represents key milestones in the Development Application process however, it is not a detailed history. Persons wishing to confirm information in detail should contact Council via either the email facility at the bottom of the Development Application tracking window, or in writing in order to obtain a written response. The information that can be viewed online is clearly labelled in the relevant application checklists. Please refer to the Development Application Checklist at the back of this form. **All items labelled 'Online DA Information' in red will be publicly accessible through Council's website. Please also refer to the Copyright note.**
- 4) Development applications will be publicly notified/advertised in accordance with Council's Community Participation Plan.

**DA Decision Making**

- 5) If in the opinion of Council Officers any significant issues of public interest or policy and material impacts are identified, the application will most likely be reported to a Council meeting, otherwise qualified staff will make a decision under delegated authority.

**Copyright Note**

- 6) The applicant is advised that Council may use or make copies (including electronic copies) of the development application and accompanying documents for the purpose of complying with its obligations under the Environmental Planning and Assessment Act 1979, the Local Government Act 1993, the Roads Act 1993 and Council's Community Consultation Policy. In addition, the Council may make such further copies as, in its opinion, are necessary to facilitate a thorough consideration of the development application by Council and public participation in the development assessment process. This will include making copies of the advertised plans, supporting documentation and the determination available on Council's website to be viewed by a member of the public and using the plans and accompanying documents for Council's Strategic Planning purposes. The applicant is responsible for obtaining all copyright licenses necessary from the copyright owners for this purpose.