

This form is to be used when lodging an application via the Planning Portal or when owners consent has not been included in an application form.

## Who signs the form?

- All owners of the subject property.
- If the owner is a company - a director, secretary or authorised delegate.
- If the property is strata titled and relates to the entire strata – the authorised delegate of the Owner’s Corporation.
- If the property is strata titled, relates only to a single lot in the strata and only involves a change of use with no physical work - all owner/s of the particular lot.
- If Crown land - an authorised officer of the relevant government authority must sign the application.
- If signing on the owner’s behalf as the owner’s legal representative, you must state the nature of your legal authority and attach any available evidence (e.g., power of attorney, executor, trustee, company director).
- If signing on behalf of a corporate body or company, the application should be signed by an authorised person under common seal and the position of that person in the corporate body or company must be stated on the form. Alternatively, the Common Seal is not required if two Directors or authorised persons sign the application form, or if you are a sole Director.

## Part 1: Owners Declaration

As the owner(s) of the property, I/we consent to the lodgement of this application and to any authorised officers of City of Newcastle entering onto the land to carry out inspections, take measurements or photographs as required in the assessment of the application in accordance with the requirements of the *Environmental Planning and Assessment Act 1979*, *Local Government Act 1993* and *Building Code of Australia* as applicable.

## Part 2: Property Details

Unit No		House No		Street Name	
Suburb				Post Code	
Lot (s)			Section		
Deposited Plan				Strata Plan	

**Part 3: Owner Details: All owners must be identified**

Name or company	
ABN (required if company)	
Email	
Phone	
Postal address	
Contact person (if company)	

Will your correspondence be 'care of' another company?  Yes  No

Name or company	
ABN (required if company)	
Phone	
Email	
Postal address	
Contact person (if company)	

**Part 4: Owner/s Signature**

Name of person signing	
Authority	
Signature	
Date	

Name of person signing	
Authority	
Signature	
Date	

## Protecting your privacy

City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

<b>Purpose of collection:</b>	To enable CN as the consent authority to assess your proposal
<b>Intended recipients:</b>	CN staff and other government agencies that may be required to assess the proposal
<b>Supply:</b>	The information is a statutory requirement related to the assessment of the application.
<b>Consequence of non-provision:</b>	Your application may not be accepted or processed due to a lack of information.
<b>Storage and Security:</b>	City of Newcastle, 12 Stewart Avenue Newcastle 2302 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
<b>Access:</b>	Your information can be checked for accuracy by calling (02) 4974 2000.

[City of Newcastle](#)

Phone: 02 4974 2000

Address: 12 Stewart Avenue Newcastle West NSW 2302