

## CHECKLIST FOR THE LODGEMENT OF A MODIFICATION OF DEVELOPMENT CONSENT

This checklist has been prepared to assist you with the lodgement of your application by ensuring that you have provided all the necessary details. This will help prevent delays in the processing of your application.

Please refer to 'Plans' under 'Step 3' on Council's web page.

### PLANS AND GENERAL REQUIREMENTS

Applicant Office

1. You will need to lodge your Mod DA on the <a href="#">NSW Planning Portal</a> .	<input type="checkbox"/>	<input type="checkbox"/>
2. You will need to prepare all of your supporting documents as separate PDFs and upload them as attachments with the Mod DA on the NSW Planning Portal.	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you read 'Plans' under 'Step 3' of our web page?	<input type="checkbox"/>	<input type="checkbox"/>
4. One complete set of all plans and documentation to support the application may be required if the modification is in relation to building work.	<input type="checkbox"/>	<input type="checkbox"/>
5. One set of plans showing the new work subject of this application.	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the information submitted comply in full with clause 37(6) of the <i>Environmental Planning and Assessment Regulation</i> ? The application must contain details of the change including the name, number and date of any plans that have changed.	<input type="checkbox"/>	<input type="checkbox"/>
7. Has the applicant, owner or any person with a <b>financial interest</b> in this application made a <b>donation</b> to a councillor or Council employee in the past two years?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have all registered owners signed the ' <b>owners consent</b> ' form?	<input type="checkbox"/>	<input type="checkbox"/>
9. The application is <b>fully completed</b> ?	<input type="checkbox"/>	<input type="checkbox"/>

### MAY BE REQUIRED

1. A notification plan (on A4 or A3 size paper) which shows the location of all proposed works on the four elevations and on the site plan.	<input type="checkbox"/>	<input type="checkbox"/>
2. An amended BASIX certificate – refer to <a href="#">BASIX</a> .	<input type="checkbox"/>	<input type="checkbox"/>

### COUNCIL PC CONSTRUCTION CERTIFICATE

1. Does the modification propose changes to the building(s) or structures?	<input type="checkbox"/>	<input type="checkbox"/>
2. If Council is the Principal Certifier, refer to modification of Construction Certificate form.	<input type="checkbox"/>	<input type="checkbox"/>

**Privacy Statement:** The information on this form is being collected by Council for purposes associated with processing your application. Access to this information is limited to relevant Council officers and it may be disclosed to any other government agency outside of Council as required by legislation. Supply of this information is required to enable accurate information to be provided. Your application may not be accepted or processed due to a lack of information. The information will be stored securely in Council's systems. Visit [www.esc.nsw.gov.au/privacy](http://www.esc.nsw.gov.au/privacy) for more information.

Applicant's signature

Duty Development Officer

Date

\*Notes: Plans must show all levels reduced to Australian Height Datum (AHD), unless in a rural situation, and where AGD is not available, use a nominated datum point.

## OWNERS CONSENT

<b>I/WE, THE OWNER(S) APPLICANT OF THE PROPERTY DESCRIBED BELOW:</b>			
Address:			
Lot and DP number:			
<b>HEREBY GIVE CONSENT TO</b>		<b>OR THEIR NOMINATED AGENT, BEING:</b>	
Nominated agent:			
<b>TO ACT ON MY/OUR BEHALF TO:</b>			
<ul style="list-style-type: none"> <li>lodge all relevant applications for development consent, CCs, CDCs, Subdivision Works Certificates, Subdivision Certificates, Appointment of Principal Certifier, Building Information Certificates, Occupation Certificates, Sc68s &amp; Sc138s &amp; tree permits</li> <li>have discussions with all relevant authorities</li> <li>do all things required to be done, or provide all information and documents necessary to obtain such approvals,</li> <li>where applicable, withdraw or cancel the applications and obtain a refund, if applicable, of any fees paid.</li> </ul>			
<b>CONSENT OF ALL OWNERS:</b>			
As the owner(s) of the property, I/we consent to this application to apply for approval to carry out the development described herein and state that the information contained herein is, to the best of my/our knowledge, true and correct. I/we hereby give permission for Council authorised personnel to carry out inspections of the land and buildings as necessary for the purpose of assessing this application without prior notice of entry.			
Name:			
Signature:		Date:	
Name:			
Signature:		Date:	
Name:			
Signature:		Date:	
Name:			
Signature:		Date:	
<b>PRIVACY STATEMENT</b>			
The information you provide in this application will enable your application to be assessed by Council and any relevant State agency. If the information is not provided, your application may not be accepted. Depending on your proposal, your application may be advertised for public comment. Council will include your application in a register that can be viewed by the public at any time. Visit <a href="http://www.esc.nsw.gov.au/privacy">www.esc.nsw.gov.au/privacy</a> for more information.			
<b>COPYRIGHT AND PRIVACY CONSENT</b>			
I am authorised by the copyright owner of any material submitted with this application to provide this material to Council. In doing so, I understand, and the copyright owner acknowledges, that this material may be made publicly available at Council's offices, on Council's website and to third parties on request both during and after the assessment is completed.			
<b>APPLICANT'S DECLARATION (or person signing on behalf of applicant please state in what capacity):</b>			
I/we, the undersigned, hereby apply for approval of the development proposal described in this application and in the plans, specifications and documents accompanying this application. I/we undertake to develop in accordance with any approval granted by Council and conform with the provisions of the relevant Act(s), Regulations, Codes and Local Environmental Plans.			
Signature(s):			
Name, if not applicant:			
Capacity, if not applicant:		Date:	

**Note: If ownership is under a company name, please provide evidence that the signatory on the application has the authority to sign on behalf of the company, either by providing authority on company letterhead or advice from ASIC providing authorised persons.**