

# OWNERS CONSENT FORM

This form must be completed by the land owner/s when lodging an application via the NSW Planning Portal. The application may be returned if this form is incomplete or incorrect. A separate form is required for each land title.

## APPLICATION DETAILS

Proposed Development Details:	
Application Type <i>(select all application types that are applicable for the development)</i>	
<input type="checkbox"/> Development Application (DA)	<input type="checkbox"/> Subdivision Certificate (SC)
<input type="checkbox"/> Complying Development Certificate (CDC)	<input type="checkbox"/> Subdivision Works Certificate (SWC)
<input type="checkbox"/> Construction Certificate (CC)	

## PROPERTY DETAILS

Unit No:	House No:	Lot:	Section:	DP:
Street:				
Suburb:				Post Code:

## OWNER(S) DETAILS

**All owner(s) of the land, the subject of this application, must sign this form. Failure to do so will result in this form being returned.**

**Note:** If you are not the owner of the land, you must have all owners sign the application. Alternatively, if you are signing on the owner's behalf, you must provide documentation evidencing your authority to do so (e.g. Power of Attorney, executor, trustee, etc). Please include the evidence with this application. If the details provided on this form do not match Council's ownership record, we may ask you to supply a Title Search.

**Note:** If signing on behalf of a corporate body or company, the application must be signed by an authorised person under Common Seal and the individuals' position must be included if two Directors or authorised persons sign the application, or if you are a sole Director.

## OWNER(S) DECLARATION OF CONSENT

*I/We, the undersigned, are the owner(s) or authority of the property described in this application and consent to its lodgement. I/We hereby permit a duly authorised officer of Cessnock City Council to enter the land or premises to carry out inspections and undertake work as required for the administration of the Act(s), Regulations or Planning Instrument.*

Is the Owner a Company or Corporate Body?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ABN:	
<i>If yes, please detail company/ corporate body name</i>				
Company or Corporate Body Name:				
<b>Owner or Authorised Person Name:</b>				
Email:		Phone:		
Postal address:				
Authority:	<input type="checkbox"/> Private Land Owner <input type="checkbox"/> Sole Director <input type="checkbox"/> Director, Secretary & Company <input type="checkbox"/> Authorised Person			
Signature:		Date:		
<b>Owner or Authorised Person Name:</b>				
Email:		Phone:		
Postal address:				
Authority:	<input type="checkbox"/> Private Land Owner <input type="checkbox"/> Sole Director <input type="checkbox"/> Director, Secretary & Company <input type="checkbox"/> Authorised Person			
Signature:		Date:		
<b>Owner or Authorised Person Name:</b>				
Email:		Phone:		
Postal address:				
Authority:	<input type="checkbox"/> Private Land Owner <input type="checkbox"/> Sole Director <input type="checkbox"/> Director, Secretary & Company <input type="checkbox"/> Authorised Person			
Signature:		Date:		
<b>Owner or Authorised Person Name:</b>				
Email:		Phone:		
Postal address:				
Authority:	<input type="checkbox"/> Private Land Owner <input type="checkbox"/> Sole Director <input type="checkbox"/> Director, Secretary & Company <input type="checkbox"/> Authorised Person			
Signature:		Date:		

**Note:** If the land is the subject of a strata scheme under the [Strata Schemes \(Freehold Development\) Act 1973](#) or the [Strata Schemes \(Leasehold Development\) Act 1986](#), the owners corporation for that scheme must be constituted under the [Strata Schemes Management Act 1996](#). A development application for a lot in a strata plan does not require the consent of the Corporate Body where the work does not affect any common property.

**Note:** In the case of land that is a community, precinct or neighbourhood parcel within per the definitions in the [Community Land Development Act 1989](#), the association for the parcel must provide consent.

**Note:** Where owner(s) consent is given as an adjoining land owner, it is your responsibility to be satisfied the application remains consistent with any civil agreement between land owners. Council will only communicate with the applicant of the application.

PRIVACY NOTICE	
Council is committed to safeguarding the privacy of individuals and handling of personal information in accordance with the <a href="#">Privacy and Personal Information Act 1998</a> (NSW) and <a href="#">Information Privacy Principles</a> , the <a href="#">Health Records and Information Privacy Act 2002</a> (NSW) and <a href="#">Health Privacy Principles</a> , and any subordinate legislation.	
<b>Purpose</b>	The information on this Owner's Consent Form is being collected for the purpose of processing your application in accordance with the <i>Environmental Planning and Assessment Act 1979</i> (NSW) and the <i>Environmental Planning and Assessment Regulation 2021</i> (NSW). This includes notification and advertising purposes, and consultation with other NSW government agencies in relation to your application.
<b>Intended Recipients</b>	Delegated Council officers and agents acting on behalf of Council will be the only recipients of your personal information.
<b>Supply</b>	Voluntary
<b>Consequence of non-provision</b>	If you do not supply the information, we will not be able to process your application.
<b>Storage and Security</b>	Your personal information will be kept in Council's Information Management System in accordance with the relevant legislation. Council's address is 62-78 Vincent Street CESSNOCK NSW 2325.
<b>Access</b>	You may access, correct or update your personal information by visiting <a href="#">Council's website</a> , contacting Council's Privacy Contact Officer on 4993 4100 or by sending an email to <a href="mailto:council@cessnock.nsw.gov.au">council@cessnock.nsw.gov.au</a> .
If you want to know more about Council's obligations regarding your personal information or what rights you have, contact the <a href="#">Information and Privacy Commission</a> or visit their website <a href="http://ipc.nsw.gov.au">ipc.nsw.gov.au</a> .	