

IMPORTANT NOTICE

CHANGES TO NOTIFICATION PROCESS

Displaying notification sign for your
DA / s4.55 / Building Certificate applications
is now **YOUR** responsibility!

Effective from 29 November 2019, *Willoughby Community Participation Plan* incorporated a change to the Notification Process that requires the applicant to be responsible for displaying the Notification Sign on site for its related Development Application (DA) / s4.55 application / Building Certificate application.

A Notification Sign (A4 size) is now posted to you upon acknowledgement of your application.

For the purpose of public awareness of some planning related applications submitted to Council, the related Notification Sign is expected to be placed on the development site at approx. 1.5m from ground level so that it is **VISIBLE** and **LEGIBLE** when viewed from the nearest public place (eg. footpath / nature strip)

Within 2 days after the **notification period ends**, you must **submit** to Council via email@willoughby.nsw.gov.au (referencing in the email subject line, the “Application Number” and the “Property Address”):

1. a **photograph** of the sign placed in position; and
2. a **completed Declaration Form** that declares the sign was satisfactorily placed and maintained on display for the nominated time period