

DEVELOPMENT APPLICATION FORM

Made under the Environmental Planning Assessment Act 1979.

PLEASE ENSURE RELEVANT CHECKLIST IS SUBMITTED AS YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT IT.

Please also refer to Council's ELECTRONIC APPLICATION REQUIREMENTS when lodging your application. Please note that information provided with this application will be public information and will be published on Council's website.

1. DESCRIPTION OF PROPOSAL (provide brief, concise details)

2. DEVELOPMENT SITE (Please ensure all Lots and DP's are listed)

Address: _____

Lot/s No: _____ DP/SP/s No: _____

Is there a swimming pool existing on the site ? ☐ Yes ☐ No

3. A GENUINE AND ACCURATE PROPOSED COST OF DEVELOPMENT

\$ _____ (This amount must match the total cost estimated in the cost summary report or detailed cost report*)

To accompany this application form, you must provide one of the following:

Please tick (✓) appropriate box

- ☐ \$0 – up to and including \$750,000 – a “Cost Summary Report Sheet” from a suitably qualified person
(See “Guide to Estimating Cost of Works” on Council’s website).
- ☐ \$750,000 – a registered quantity surveyor’s “Detailed Cost Report”.
(Copies of the “Cost Summary Report” and “Detailed Cost Report” sheets are available on Council’s website).

OFFICE USE ONLY

DA No.: _____ CC No.: _____ Date: _____

Receipt: _____ Zoning: _____

4. APPLICANT

It is important that we are able to contact you if we need more information. Please give full details:

Mr/Mrs/Ms/Other: _____ Family Name (or company): _____

Given Name(s) (or ABN): _____

Postal Address (we will post all letters to this address): _____

Phone : _____ Mobile: _____

E-mail Address (we will send all e-mails to this address): _____

Contact person (available during business hours): _____

Is the applicant or owner, the council, a councillor, a member of the councillor's family, a member of council staff, or a state or federal member of parliament? ☐ Yes ☐ No

If yes provide details _____

Have you made a political donation or gift within the two years preceding this application?

(If a reportable political donation has been made, complete the disclosure form ☐ Yes ☐ No
at www.willoughby.nsw.gov.au/Donations-and-Expenditures.html

Have any consultants assisting you with this development been previously engaged by Council within the past five years for a project in excess of \$5,000? ☐ Yes ☐ No

Consultant: _____ Project: _____ Year: _____

I hereby apply for the proposal described above and I consent to Council copying this application, and any supporting material, for the purposes of obtaining public comment.

Signature: _____ Date: _____

5. OWNERS CONSENT

Multiple Owners – Every owner of the land must sign this form, or provide authorisation under separate cover (e.g. multiple individuals or multiple companies).

Individuals – If you are signing on behalf of the owner, as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence under separate cover (e.g. Power of Attorney, Executor, Trustee etc).

State Title and Community Title – If the property is a unit under strata title or a lot in a community title, then in addition to the owner's signature the common seal of the Owners Corporation must be stamped on this form over the signature of the owner and signed by the Chairman of the Owners Corporation or the appointed managing agent.

Company – If the owner is a company, a separate letter is to accompany this application stating acknowledgement and consent to this application. This letter is to be signed by an authorised director in accordance with the Company's Memorandum and Articles of Association.

Owner(s): _____

Address: _____

Phone: _____ Mobile: _____ Email: _____

Email(s): _____

As owner of the land to which this application relates, I consent to this application. I also consent to authorised Council Officers entering the land to carry out inspections relating to this application.

Signature(s): _____ Date: _____

Without owner's consent we will not accept the application. This is a strict requirement for all applications.

If unsure of the ownership, please contact Council's Customer Service on 9777 1000 for assistance.

NOTE TO ALL APPLICANTS AND OWNERS: Council has a policy that prohibits Council Officers from accepting any gift, benefit or hospitality.