

APPLICATION TO MODIFY CONSENT FORM

made under Part 4 of the *Environmental Planning and Assessment Act, 1979*

OFFICE USE ONLY:	
Date of Receipt:	Parcel No:
Application No:	

About this form

You can use this form to request a modification of a consent to undertake development within the Kiama Municipal Council local government area.

TYPE OF APPLICATION			
4.55(1)	Modifications involving minor error, misdescription or miscalculation.	4.55(1A)	Modifications involving minimal environmental impact.
4.55(2)	Other modifications.	4.56	Modification of consents granted by the Court.

NOTE: Information provided on this application (excluding Part A and non-exhibition plans) will be publicly available.

How to complete this form

- Ensure that Parts A and B have been filled out correctly, and are stored as separate PDFs on a USB/disc.
- All fields are mandatory and must be completed before submitting the application.
- Once completed you must submit this form electronically, by mail or in person. Refer to the Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality' for further information.
- Ensure all relevant information is provided at the time of lodgement. Failure to provide the required information will result in the application being rejected.

Part A – Personal Information

A1 PROPERTY/SITE DETAILS					
Lot:		Section:		DP/SP:	
House No:		Street:			
Suburb:					

A2 APPLICANT DETAILS			
Name/Company:		Phone:	
Contact Name:		Mobile:	
Postal Address:			
Email:			
I/We the applicant/s note in accordance with Section 12 and 12B of the <i>Local Government Act 1993</i> , this application and all associated documents may be made available for inspection and copying at Council by any member of the public (subject to Copyright Legislation).			
Applicant Signature:		Date:	
X			
Note: All enquires and correspondence relating to this application will only be discussed with or directly through the nominated contact.			

A3 CONSENT OF OWNERS

This section must be signed by every property owner. If the owner is a Strata Title Body Corporate, consent to lodging the application must be signed by an authorised person under the common seal of the body corporate. If the owner is a company, either the signature of an authorised person identifying their office held, signed under the company seal, or if no company seal, two directors' signatures and their office held, one director and a company secretary and their office held, or in the case of a proprietary company that has a sole director who is also the company secretary – that director's signature and office held.

As the owner/s of the above property, I/we consent to this application and to any subsequent inspections required to be undertaken by Council officers in the assessment of this application.

Name/Company:		Phone:	
Contact Name:		Mobile:	
Postal Address:			
Signatures of all owners:	X	X	
Do you wish to alter the current listed address held by Council including rates notices to the above address?		No	Yes
Office use only:	Checked by:		

A4 AUTHORITY TO SIGN: Section 127 of the Corporations Law

Signature of authorised person:	Signature of authorised person:
X	X
Name of authorised person:	Name of authorised person:
Office held:	Office held:
Important: Every owner must sign this form (or attach a separate letter signed by each owner if more space is required). Incomplete or inaccurate information on this section may result in rejection of the application.	
Is the subject land Crown Land?	No Yes – if Yes attach Authority
Office use only:	NAR Numbers:

A5 APPLICANT DECLARATION – to be signed after completing Parts A & B of this form

All of the details sought in this form must be provided. On-site inspections are carried out prior to the determination of any application. The Applicant undertakes to take all necessary steps to make access available to the property to enable the inspection to be carried out. As a result of this inspection, or from a preliminary assessment, further information may sometimes be required. The Assessing Officer will contact you soon after their initial inspection if this is the case.

Failure to provide the required documentation of an acceptable standard will result in your application being returned.

What you need for lodgement		
	Application to Modify Consent Form	
	All plans and documents associated with the modification	
	BASIX Certificate (if applicable)	
	Fees and Charges (in accordance with Council's adopted fees and charges)	
Disclosure of Political Donations and Gifts		
This section must be completed and signed by all persons with any financial interest in this application.		
Any reportable political donation to a Councillor and/or gift to a Councillor or Council employee within a two (2) year period before the date of this application must be publicly disclosed.		
Are you aware of any person with a financial interest in the application who made a reportable donation or gift in the last two (2) years?		No Yes
If yes,	Complete and attach a Political Donations and Gifts Disclosure Statement (available from Council's website).	
If no,	In signing this application, I undertake to advise the Council in writing if I become aware of any person with a financial interest in this application who has made a political donation or has given a gift in the period from the date of lodgement of this application and the date of determination.	
Note: Failure to disclose relevant information is an offence under the Act. It is also an offence to make a false disclosure statement.		
Conflict of Interest		
To ensure transparency in Council's decision-making process and to avoid potential conflicts of interest applicants are to make a declaration as to whether they are a Council employee or are related to a Council employee or Councillor.		
I am an employee/Councillor or relative of an employee/Councillor of Kiama Municipal Council		No Yes
If yes, state name and relationship:		
Important Notice:		
<ul style="list-style-type: none"> I understand that Council will not process applications that are incomplete or non-complying with lodgement requirements. I understand that incomplete applications will be returned to applicants within 14 days (see Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality'). I understand that building work will be valued independently by using the latest building cost indicators. I apply for approval to carry out the development or work described in Parts A and B of this application. I declare that all the information provided as part of the application is, to the best of my knowledge, true and correct. I also understand that if the information is incomplete, the application may be delayed, rejected or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted may be void. I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application. I declare that the electronic data provided is a true copy of all plans and associated documents submitted with this development application and the data is not corrupted or does not contain any viruses. Each document is no bigger than 20MB, PDF and is named in accordance with Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality'. I understand that information provided on the USB will be publicly available. I have stored Parts A and B of this form as separate PDFs on the USB/disc. I understand that the Council will use the information and materials provided for notification and advertising purposes and that material provided will be made available to the public for inspection and copying at Council's Administration Building and on Council's website. 		
Applicant Name: (print name)	Applicant signature:	Date:
	X	

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Part B – Proposed Development

Note:

- Information provided on this Part B will be public information and will be placed on the Council's website.
- All fields on this form are mandatory and must be completed before submitting the application.

B1 PROPERTY/SITE DETAILS

Lot:		Section:		DP/SP:	
House No:		Street:			
Suburb:					

B2 APPLICANT DETAILS

Name/Company:	
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B3 DEVELOPMENT CONSENT

Date of development consent (if already granted):	
Development consent reference number:	

Description of development approved:

- Provide description of development previously approved

B4 DESCRIPTION OF PROPOSED MODIFICATION

Description of proposed modification:

- Provide details of everything that you want Council to assess, including all modifications sought

Description of the expected impacts of the modification:

Undertaking that the development will remain substantially the same as the development that was originally approved:

B5 INFORMATION/DOCUMENTATION

Plan/Document Number	Revision/Version Number	Description	Author	Date

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: We are collecting your personal information in order to enable Council to assess this application in accordance with the *Environmental Planning and Assessment Act 1979*.

Intended recipients: The intended recipient of the information is Kiama Municipal Council.

Supply: While the supply of this information is voluntary, the personal information you provide will enable Council to assess this application in accordance with the *Environmental Planning and Assessment Act 1979*. If you cannot provide this information, Council will be unable to process your application(s).

Access/Correction: The personal information can be accessed by you and may be available to third parties in accordance with the Government Information (Public) Access Act and Council's Privacy Management Plan.

Your personal information may be disclosed to third parties for the purpose of compliance with the Government Information (Public) Access Act and Council's Privacy Management Plan.

You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*.

Storage: Kiama Council is the agency that holds the personal information. Council may be contacted on 02 4232 0444, or by email to: council@kiama.nsw.gov.au or at 11 Manning Street, Kiama. NSW. 2533.