

# AUTHORITY TO LODGE AN APPLICATION

## About this form

- You can use this form to give an Authority to Lodge an Application to Kiama Municipal Council where the owner is not available to sign individual application forms.
- This authority **can only** be made by the owner of the land the subject of any application as detailed in the form below.
- You need to use this form to give an Authority to Lodge an Application to Kiama Municipal Council when submitting an application via the NSW ePlanning Portal.

## TYPE OF APPLICATION AUTHORITY IS GIVEN FOR

|  |   |
|--|---|
| Development Application                      | Complying Development Certificate Application |
| Application to Modify Consent                | Application for Review of Determination       |
| Construction Certificate Application         | Occupation Certificate Application            |
| Subdivision Works Certificate Application    | Subdivision Certificate Application           |
| Building Information Certificate Application | Activities Application                        |
| Other (specify):                             |   |

## How to complete this form

- Complete all fields that are applicable before submitting the application. Missing information may lead to the subject application being rejected by Council.
- Once completed you must submit this form electronically via the NSW ePlanning Portal.
- All details submitted on this form must match the details registered within the NSW ePlanning Portal.

## 1. PROPERTY/SITE DETAILS

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

## 2. APPLICANT DETAILS

|                 |  |         |  |
|-----------------|--|---------|--|
| Name/Company:   |  | Phone:  |  |
| Contact Name:   |  | Mobile: |  |
| Postal Address: |  |         |  |
| Email:          |  |         |  |

**Note:** All enquires and correspondence relating to this application will only be discussed with or directly through the nominated contact for the applicant.

**The applicant must be an individual or company with a contact name - "care of" or "on behalf of" details are not acceptable and will delay your application.**

### 3. PROPOSED DEVELOPMENT DESCRIPTION

**Description of development:**

- Provide details of the Development described in the associated application.

### 4. 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 the applicant detailed in section 2 above to lodge the applications nominated at the top of this form and described in section 3 above on our behalf and consent to any subsequent inspections required to be undertaken by Council officers in the assessment of this application.**

Owner/Company Name:  
(List all owners)

Contact Name:

Phone/Mobile:

Postal Address:

Email:

Signature of Owner:

Signature of Owner:

X

X

Date:

Date:

### 5. 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 – **attach** Authority

## 6. 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.

## 7. 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:

- 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 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 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.

**Owner Name:** (print name)

**Owner signature:**

**Date:**

X

## 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 2009*, Council's Privacy Management Plan or if otherwise required by law.

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](mailto:council@kiama.nsw.gov.au) or at 11 Manning Street, Kiama. NSW. 2533.