

# Amend Development Application and/or Construction Certificate

## About this Form

You can use this form to apply for amendments to Development Applications and Construction Certificate Applications **prior to approval**.

## Amendment required for

Development Application - *Complete all Sections*

Construction Certificate - *Complete all Sections*

## Property details

Lot number\*

Section number\*

Deposited/Strata Plan number\*

Address\*

Suburb/Town\*

Postcode\*

## Applicant details

Applicant(s) name/company\*

Postal address\*

Suburb/Town\*

State\*

Postcode\*

Telephone number\*

Mobile number

Email address

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## Office Use Only

DA Application No.

CC Application No.

Amount Paid

Receipt No.

Date

Fees Paid

DA

CC

## Builder details

Builder's company/name

Postal address\*

Suburb/Town\*

State\*

Postcode\*

## Proposed amendments

Application number

Description of amendments *(attach letter/revised Statement of Environmental Effects if necessary)*

## Materials

Walls (external)

Frame

Roof

Floor

## Flood Area m<sup>2</sup>

Living

Garage

Other

Total

Storeys

Value of work of amendment

## Additional information required

DA Plans x 2\*

CC Plans x 2\*

DA & CC x 2\*

Basix Information if required

LSL additional fees required

\*Additional plans required for any referrals or neighbour notification

## Owner(s) consent

Registered owners name\*

Position\*

Signature\*

Date\*

Registered owners name\*

Position\*

Signature\*

Date\*

Company name

Applications can not be accepted without the full consent of ALL Landowners

- If there is more than one landowner, every owner must sign
- If the owner is a company or owner's association, the application must be signed by an authorised person.
- If you are signing on the owner's behalf as their legal representative, you will need to state your legal authority (eg Power of Attorney, Executor, Trustee) and attach evidence of this authority.
- Applicants in caravan parks require the signature of the park owner.

## Applicant's consent

Council will not process an application that is incomplete or non-complying with lodgement requirements.

- I apply for approval to carry out work described in this application. I declare that all information in the application is to the best of my knowledge, true and correct.
- I understand if the information is incomplete, the application may be delayed or 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 MidCoast Council may use the information and materials provided for notification and advertising purposes.
- I understand that the information and materials provided may be made available to the public for inspection and copying at Council's Customer Service Centre and Council's website

Applicant's name

Applicant's signature\*

Date\*

## How to lodge this form

Completed form can be:

- Emailed to [council@midcoast.nsw.gov.au](mailto:council@midcoast.nsw.gov.au) with attached supporting documents as required. Payment by credit card or EFT can be arranged; or
- Forwarded by post with payment; or
- Lodged at our Customer Service Counters Monday to Friday (excluding Public Holidays).

**Privacy:** This information is required to process your application and will not be used for any other purpose without seeking your consent, or as required by law. Where required, your information may be uploaded to the NSW Planning Portal and by submitting this application you consent to such upload. Your application will be retained in Council's Records Management System and disposed of in accordance with current legislation. Your personal information can be accessed and corrected at any time by contacting Council.

**Forster** | 4 Breese Parade | PO Box 450 Forster 2428 | **6591 7222**  
**Gloucester** | 89 King Street | PO Box 11 Gloucester 2422 | **6538 5250**  
**Taree** | 2 Pulteney Street | PO Box 482 Taree 2430 | **6592 5399**

[www.midcoast.nsw.gov.au](http://www.midcoast.nsw.gov.au)