

# Application to Modify a Complying Development Certificate



Environmental Planning and Assessment Act 1979

## This form

Use this form to apply to modify a complying development certificate. You can only make this application if a Complying Development Certificate for the proposal has previously been approved. Failure to complete all relevant sections or provide sufficient information/detail in your application may result in your application being returned or its assessment delayed. **Your application is not considered lodged until the required fees have been paid.**

## Part 1: Applicant and site details

<p><b>1. Your name, address etc</b></p> <p>All correspondence will be sent to the email address provided unless 'care of' email address is specified.</p>	<p>Name or company .....</p> <p>ABN (required if company).....</p> <p>Postal Address.....</p> <p>Suburb.....Postcode.....</p> <p>Phone .....</p> <p>E-mail .....</p> <p>Contact person (if company).....</p>
<p>Leave blank if not required</p>	<p>Will your correspondence be 'care of' another company?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Care of name or company.....</p> <p>ABN (required if company) ..... Contact person .....</p> <p>Postal Address.....</p> <p>Phone.....E-mail .....</p>
<p><b>2. Location and title description of the property</b></p> <p>This information is available on rates notices</p>	<p>Unit No.....House No.....Street.....</p> <p>Locality.....</p> <p>Lot(s).....Section.....</p> <p>Deposited Plan(s).....Strata Plan.....</p> <p>Other.....</p>
<p><b>3. Who owns the land?</b></p> <p>Give the name of every owner. Attach a list if space insufficient.</p>	<p>Name 1.....Phone.....</p> <p>Address.....Postcode.....</p> <p>Name 2.....Phone.....</p> <p>Address.....Postcode.....</p>
<p><b>4. Details of previous interactions with the City of Newcastle (CN) Officers</b></p>	<p>Have you spoken about this application with a CN Officer?</p> <p><input type="checkbox"/> Yes, whom did you speak to?.....</p> <p><input type="checkbox"/> No</p>

**5. Which Complying Development Certificate is to be modified?**

Complying Development Certificate No.....  
 Date issued .....

.....  
 Description of approved development.....

Is this application the subject of enforcement action by CN?

Yes  No

**Part 2: The Application and Development Details**

**6. Describe the proposed modification**

Details

.....  
 .....

**7. Which documents have you supplied?**

Plans and elevations.....Drawing No's.....

Other (please specify) .....

**Part 3: Owner's consent and applicant's declaration**

**8. Owner's consent**

Who signs the form?

- All owners of the subject property.
- If the owner is a company - a director, secretary or authorised delegate.
- If the property is strata titled and relates to the entire strata – the authorised delegate of the Owner's Corporation.
- If the property is strata titled and relates only to a single lot in the strata - all owner/s of the particular lot.
- If Crown land - an authorised officer of the relevant government authority must sign the application.

If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach any available evidence (e.g. power of attorney, executor, trustee, company director).

**Owners consent**

As owner/s of the land to which this application relates, I/we consent to this application. I/we also give consent for authorised CN officers to enter the land to carry out inspections.

**Name 1**

Signature .....

Company and legal authority (if applicable) .....

**Name 2**

Signature .....

Company and legal authority (if applicable) .....

**Name 3**

Signature .....

**9. Probity**

Parties include owners, applicants, developers and companies.

Are parties with pecuniary or non-pecuniary interest:

- a) a staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of CN?  
or,
- b) a State or Federal Member of Parliament?

- Yes. If yes, state the relationship.....
- No

**10. Applicant's declaration**

- I declare that all the information given is true and correct.
- I understand that if incomplete, the application may be delayed, rejected or returned.
- I understand that the information supplied on this form and any related document may be made available to the public for inspection both at CN and on our website and will be available for copying at CN. I indemnify all persons using the development application and documents in accordance with the *Environmental Planning and Assessment Act 1979* against any claim or action in respect of breach of copyright.

Applicant's name (please print).....

Signature.....Date.....

**Protecting your privacy**

The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

**Purpose of collection:**

To enable CN as the consent authority to assess your proposal

**Intended recipients:**

CN staff and other government agencies that may be required to assess the proposal

**Supply:**

The information is a statutory requirement related to the assessment of the application.

**Consequence of non-provision:**

Your application may not be accepted or processed due to a lack of information.

**Storage and Security:**

The City of Newcastle, 12 Stewart Avenue Newcastle West, details of the application. Individuals can access the details of the application under the *Government Information (Public Access) Act 2009*.

**Access:**

Your information can be checked for accuracy by calling (02)4974 2000.

## How to lodge your application

Applications can be lodged:

**1. By email meeting the following criteria:**

- Enter the address of the property and the type of application (i.e. DA, Mod) in the subject line of the email.
- Documents are to be named in accordance with the document titled "[Plan Standards - Guidelines for Lodging Electronic Documents](#)".
- Emails are to be sent to [applications@ncc.nsw.gov.au](mailto:applications@ncc.nsw.gov.au)

More information is available on the information sheet titled "[How to submit an application via email](#)".

**2. In person, at the Customer Contact Centre, located at 12 Stewart Avenue Newcastle West.**

Call (02) 4974 2000 to book a lodgement appointment with the Duty Officer.

**3. By mail:**

The City of Newcastle  
PO Box 489  
Newcastle NSW 2300

### **Fees**

Fees are calculated on a scale based on the contract value of the work or number of lots. Fee estimates can be obtained by contacting CN on (02) 4974 2000.

Your application is not considered lodged until the required fees have been paid. If the application does not include payment we will contact you when payment is required. Payments need to be made within 24 hours of contact.

### **Payment Methods**

You can pay by cash, cheque, Credit Card or EFTPOS.

Please note a merchant fee is payable on all credit card transactions.

Cheques are to be made payable to the City of Newcastle.

### **Acknowledgement**

We will acknowledge that we have received your application. You will receive a letter and receipt specifying the amount of fees paid, and the registered number of the application.

### **How to contact us:**

Phone: (02) 4974 2000

E-mail: [mail@ncc.nsw.gov.au](mailto:mail@ncc.nsw.gov.au)

In Person: 12 Stewart Avenue Newcastle West