



ACCEPTABLE FORMS OF OWNERS CONSENT

1. Individual Ownership and Joint Owners

- a) All owners MUST sign the application form - or
- b) provide a letter of authorisation
 - signed by all owners
 - stating the correct Lots and the site address and
 - the development description

2. Company Ownership

A company can provide owners consent with or without a common seal and the application or authorisation letter must be signed by:

- a) two (2) directors of the company; or
- b) a director and a company secretary of the company; or
- c) for a proprietary company that has a sole director who is also the sole company secretary - that director; and stated as the sole director on the application form or authorisation letter

3. Owners Corporation (Strata Plan)

When the owner of a lot is the Owners Corporation the corporation must either:

- a) Sign and stamp the application form; or
- b) provide letter of authority on the corporation's letterhead or with the corporation seal. If the corporation does not have a corporation seal or letterhead, the corporation secretary is to sign the application form/letter of authority stating so.

When the application is lodged on a Strata Plan the Owners consent is required from the Owners Corporation as well as the owner or the subject lot, this can be in the form of:

- a) A letter on the corporation's letterhead or with the corporation seal. If the corporation does not have a corporation seal or letterhead, the corporation secretary is to sign the application form/letter of authority stating so; or
- b) The official minutes of Body Corporate meeting giving consent for that particular application. There should be verification of the minutes by seal or signatures by office bearers or at the very least a signed covering letter verifying the minutes.

If either of the above cannot be provided consent is required from all unit owners in the Strata Plan.

4. Department of Education Ownership

If the Principal of a school signs the development application on behalf of the owner they must also provide a letter of Authority from the Department of Education or a letter from the Minister of the Department of Education.

5. Legal representative for the true owner(s)

Where a person is legally authorised to provide consent on behalf of the true owner(s) in a Power of Attorney, Executor or Trustee capacity, documentary evidence of that legal authority must be attached to the application form/letter of authority or in the case of a Power of Attorney they must provide their Power of Attorney Number.

6. Crown Land

When the application relates to Crown Land the application form/letter of authority must be signed by an authorised officer from the Department of Regional Development and Lands. (State Land Services)

7. Land owned by the Town of Port Hedland

When the application relates to land owned by the Town of Port Hedland, the application form or letter of authority must be signed by the Chief Executive Officer.

8. The subject site is in the process of changing hands or has recently changed hands

- A settlement letter from a solicitor stating that settlement has taken place and date of settlement must be provided; or
- The current landowners consent to lodge the application