

LANDOWNERS CONSENT



Individual Ownership and Joint Owners

- ALL owners must sign the application form; or
- Provide a letter of authorisation signed by all owners, including the property address and description of approved activities (i.e. description of development, copy of plans)

Company Ownership

The application or an authorisation letter must be signed by two (2) directors of the company, a director and a company secretary, or other authorised representatives. The full names and positions must be provided for each person who has signed the application form.

Where there is joint company ownership, the above must be provided for each company.

Strata Plan

As strata plans contain areas owned wholly privately and common property managed by the Strata Company, the requirements for landowners consent may vary.

If the proposed works are to be undertaken wholly within the strata lot owned by the applicant:

- Individual, Joint or Company ownership requirements apply as appropriate;
- The Town may request provision of consent of the Strata Company for larger projects, or works which may impact other residents, at the Town's discretion.

If the proposed works are to be undertaken within common property areas, or encroach onto an adjoining strata lot:

- Individual, Joint or Company ownership requirements apply as appropriate; and
- Consent of the Strata Company;
- The Town may request evidence that the Strata Company possesses authority to consent to the works, in the form of the relevant section of the Strata By-Laws.

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.

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 Planning, Lands and Heritage.

Please note proof of ownership may be required where the application form does not match the legal owner i.e. due to recent sale.

Class 1 and 10 Structures

In accordance with ministerial order, landowners consent is not required in any instance for applications for Building Permits in relation to Class 1 or 10 buildings or incidental structures. Consent is still required for any application for Development Approval, and the Town encourages the provision of owners consent in any instance.