

To Coffs Harbour City Council

# APPLICATION TO MODIFY A DEVELOPMENT CONSENT

Environmental Planning and Assessment Act 1979

Environmental Planning and Assessment Regulation 2000

Locked Bag 155, Coffs Harbour 2450;

Administrative Centre, 2 Castle Street, Coffs Harbour

Email: [coffs.council@chcc.nsw.gov.au](mailto:coffs.council@chcc.nsw.gov.au) Phone: (02) 6648 4000

Website: [www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au) ABN 79 126 214 487



You can use this form to apply to modify a Development Consent. If the changes you propose means the development will not be substantially the same as that originally approved, please do not use this form. You will need to submit a new Development Application.

To complete the form, please place a cross in the boxes  and fill out the boxed sections. **To minimise delay in receiving a decision about your application, please ensure you submit all relevant information.** When your application has been assessed, you will receive a notice of determination.

## 1. Details of the applicant

It is important that Council is able to contact you if more information is required. Please give as much detail as possible.

Mr  Ms  Mrs  Other

Given name/s

Surname

Company/organisation

ABN

## 2. Identify the land to which the development consent modification is proposed

Unit/street no.

Street or property name

Suburb, town or locality

Postcode

Lot/DP or Lot/Section/DP or Lot/Strata No.

## 3. Details of the original development consent

Describe what the original consent was for (see description of the development on the consent)

What is the development application No.?

What is the date of determination?

## OFFICE USE ONLY

Development Application Modification Number

Date received

Application fee (if applicable)

Receipt No.

#### 4. Describe the modification you propose to make

Please indicate the type of modification you propose to make by placing a cross in the appropriate box  below.

You need to submit with your application form a full description of the expected impacts of the modifications proposed, including relevant plans and compliance with relevant planning controls. You may need to attach additional documentation to this form in order to provide a full description of the proposed modification.

A modification involving a minor error, misdescription or miscalculation

Describe the error, misdescription or miscalculation to be corrected

A modification involving a minimal environmental impact

Describe the modification and its expected impact

Any other modification

Describe the modification and its expected impact

Will the modified development be substantially the same as the development that was originally approved?

No  ➤ Please submit a new development application

Yes  ➤ Please detail evidence that the development will remain substantially the same.

Has a **Biobanking Statement** been issued for the original consent?

No  ➤ N/A – Proceed with lodgement of application for modification

Yes  ➤ Have you made application for modification of the Biobanking Statement in relation to the proposal?

Has a **new Statement** been issued?

Yes  ➤ Please lodge new Statement with Council

No  ➤ Will the modification impact on biodiversity values?

Yes  Consent cannot be modified, do not lodge this application.

No  Provide details

#### 5. Applicable fees and charges

To view the applicable fees and charges associated with this application please refer to Council's adopted fees and charges at [www.coffsharbour.nsw.gov.au/fees](http://www.coffsharbour.nsw.gov.au/fees)

**6. Privacy and personal information protection notice make**

**Notice Under Section 10 of the Privacy and Personal Information Protection Act 1998 to Individuals Providing Personal Information on this Development Application Form and in Documents Submitted with the Development Application.**

The personal information that Coffs Harbour City Council ("Council") is collecting on this application form and in any documents submitted with the development application is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ("the Privacy Act"). The purposes for which the information is being collected are assessment and determination of a development application under the provisions of the Environmental Planning and Assessment Act 1979 which may include making the application form and any documents submitted with the development application and documents relating to the determination publicly available for inspection or viewing on the Council's website and in other ways that the Council considers appropriate. The intended recipients of the personal information are Councillors of the Council ("Council"), members of staff of Council, administrators of Council, members of Council committees, delegates of Council, contractors engaged by Council (including legal advisers, consultants and external experts), other public sector agencies and any other person who inspects or views the application form or the documents submitted with the development application.

The supply of personal information requested on the development application form is not voluntary and if it is not provided, the Council may be unable to process the development application. The individual to whom the personal information relates, may request the Council to make appropriate amendments (whether by way of corrections, deletions or additions) to ensure that the personal information:

- a) is accurate, and
- b) having regard to the purpose for which the information was collected (or is to be used) and to any purpose that is directly related to that purpose, is relevant, up to date, complete and not misleading.

Coffs Harbour City Council of Coff and Castle Streets Coffs Harbour, NSW 2450 is the name and address of the agency that is collecting the personal information and the agency that is to hold the information.

***Development Application and documents may be made publicly available***

This development application form (including any personal information and other information supplied on the form) and any document submitted with the development application may be made publicly available free of charge on the website maintained by the Council and in other ways that the Council considers appropriate in accordance with sections 6 and 18 of the Government Information (Public Access) Act 2009 ("GIPA Act") and Schedule 1 of the Government Information (Public Access) Regulation 2009 ("GIPA Regulation"). In that regard it should be noted that nothing in the Privacy and Personal Information Protection Act 1998 affects the operation of the GIPA Act or operates to lessen any obligations of the Council under the GIPA Act.

**Copyright Declaration by Applicant and/or Owners**

1. I understand that this development application form (including any personal information and other information supplied on the form) and any document submitted with the development application is open access information under the Government Information (Public Access) Act 2009 and may be made publicly available as open access information free of charge on the website maintained by the Council and in other ways that the Council considers appropriate.
2. I give permission to the Council to copy and issue copies of this development application form (including any personal information and other information supplied on the form) and any document submitted to accompany the development application and to reproduce and to publish the development application form and any document submitted to accompany the development application on the website maintained by the Council and in other ways that the Council considers appropriate and if I am not entitled to copyright in respect of any document submitted to accompany the development application I confirm that I have obtained permission from the person entitled to copyright in respect of the document to allow the Council to copy and issue copies of the document and to reproduce and publish the document and I indemnify the Council against any claim or action in respect of breach of copyright relating to the Council copying, issuing copies reproducing or publishing the document.

.....  
**Name (PRINT) and Signature of Applicant (or common seal and signatures of office holders if applicant is a corporation).**

**Date** .....

**7. Owners Consent**

**All owner(s) of the land being developed must sign the application.** It is the applicant's responsibility to clearly demonstrate that all owners have consented to the lodging of the application. Individual owners must sign and print their names. Where the owners are companies or involve a body corporate, sufficient detail demonstrating the authority of the person signing as/or on behalf of owner must accompany the application. If the applicant is not the owner of the land, a statement signed by the owner of the land to the effect that the owner consents to the making of the application is required.

Signature

Name

Date

Signature

Name

Date

**Position of the person or persons authorised to sign on behalf of the Company/Organisation if applicable**

Position within Company/Organisation

Position within Company/Organisation

For further information on Owners Consent Requirements please see the following link:

[https://www.coffsharbour.nsw.gov.au/Building-and-Planning/development-approval/Documents/Owner\(s\)%20Consent%20Requirements%20Fact%20Sheet.pdf](https://www.coffsharbour.nsw.gov.au/Building-and-Planning/development-approval/Documents/Owner(s)%20Consent%20Requirements%20Fact%20Sheet.pdf)

**8. Applicant's Contact Details and Signature/s**

It is important that Council is able to contact you if more information is required. Please give as much detail as possible.

Postal Address

Suburb or Town

State

Postcode

Telephone

Mobile

Email Address

I declare that to the best of my knowledge all particulars supplied by me are correct and completed. I understand that inaccurate or false statements may cause my application to be delayed or rescinded.

Signature/s: .....

Date: ...../...../.....