



### Application for Extension of Time to Complete the Building and Development Provisions of the Crown Lease

The building and development provisions of your Crown lease may require that you complete building and development work within a stated period of time. A lessee may apply to Access Canberra to extend these provisions using this form.

If you do not comply with your building and development provisions you will be conducting a controlled activity for failing to comply with a provision of the lease as per Schedule 2 of the *Planning and Development Act 2007*.

**Please ensure ALL parts of the form are complete – failing to do so may result in additional administrative fees being payable**

Please tick:

SALE

RESIDENTIAL

COMMERCIAL

DA CONDITION

#### Lease/Site Details *Please Print*

Block  Section  Suburb

Street Address

#### Applicant Details *Please Print*

Surname  First Name

Postal Address

Suburb  State  Postcode

Phone Number Business Hours  Mobile

EMAIL ADDRESS

#### Lessee (Property Owners) Details *Please Print*

##### 1<sup>st</sup> Lessee's Details

Surname  First Name

Postal Address

Suburb  State  Postcode

Phone Number Business Hours  Mobile

EMAIL ADDRESS

## 2nd Lessee's Details (or Government Land Custodian)

Surname	<input type="text"/>	First Name	<input type="text"/>
Postal Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Phone Number Business Hours	<input type="text"/>	Mobile	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>		

## Lease Details (Please provide details if known)

	Insert Date – please print
Lease grant/commencement date	<input type="text"/>
Date completion period expires	<input type="text"/>
Date facilities/associated works/other completion period expires	<input type="text"/>
	<input type="text"/>

## Application for Extension of Time

Please select the lease provisions you wish to extend and provide the new extended date you would like

<input type="checkbox"/> Completion	Extended Date: <input type="text"/>
<input type="checkbox"/> Facilities/associated works/other completion	Extended Date: <input type="text"/>

## Hardship and Fee Reduction

A fee reduction may apply to an extension of time application

If you have read the **Hardship provisions contained within the *Planning and Development Act 2007* and *Planning and Development Regulation 2008*** and consider that one or more of the grounds outlined in this document apply to your application—and that you can provide suitable evidence—please provide this information with your application.

- I have enclosed a submission and evidence that I consider meets the requirements of the referenced legislation and would like this to be considered with my extension of time application. I accept this may increase the processing time of my request significantly.
- I do not want you to consider hardship or other grounds in my application.

## Applicant/Lessee Declaration

I/we declare that all the information given on this form and its attachments is true and correct. I/we understand that the fees and charges apply to the submission of this application.

I/we authorise Access Canberra to obtain a copy of and/or discuss any waiver or Act of Grace application with the Chief Minister, Treasury and Economic Development Directorate and/or contact the ACT Revenue Office for the purposes of obtaining rates information on my/our behalf.

**If signing on behalf of a company, organisation or Government agency: -**

I/we the undersigned, declare I/we have the appropriate delegation or authority to sign on behalf of the company, organisation or Government agency.

Applicant Signature (s)		Date	
1 <sup>st</sup> Lessee's Signature		Date	
2 <sup>nd</sup> Lessee's Signature		Date	

**Privacy Notice**

The personal information on this form is provided to Access Canberra to enable the processing of your application. The collection of personal information is authorised by the *Building Act 2004*. If all or some of the personal information is not collected Access Canberra cannot process your application. The personal information you provide may be disclosed to Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be disclosed where authorised by law or court order, or where the Directorate reasonably believes that the use or disclosure of the information is reasonably necessary for enforcement-related activities conducted by, or on behalf of, an enforcement body. Access Canberra's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by Access Canberra, and how you may complain about an alleged breach of the Territory Privacy Principles. Access Canberra Information Privacy Policy can be found at [www.act.gov.au/accessCBR](http://www.act.gov.au/accessCBR)

**Contact Details:**

Access Canberra  
 Customer Coordination  
 GPO Box 158, Canberra City 2601  
 8 Darling Street Mitchell, ACT 2911  
 16 Challis Street Dickson ACT 2602

Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)  
 Phone: (02) 6207 1923 TTY: (02) 6207 2622  
 Email: [epdcustomerservices@act.gov.au](mailto:epdcustomerservices@act.gov.au) Website: [www.act.gov.au/accesscbr](http://www.act.gov.au/accesscbr)

## DOCUMENTATION REQUIREMENTS CHECKLIST – the following documents must be supplied where relevant

Certificate of Occupancy and Use		
Provides evidence that building work is complete	Full certificate of occupancy and use if issued	<input type="checkbox"/> Supplied
Operational acceptance (not required for single residential development)		
Demonstrates associated work is completed if a required clause of the Crown lease	Certificate issued by Territory and Municipal Services for commencement of off site works	<input type="checkbox"/> Supplied
Hardship submission		
Required if you believe that one or more of the grounds described in the <b>Hardship provisions described under legislation</b> apply and you would like us to consider this information with your application	Statement describing why you believe one or more of the grounds described in the Hardship provisions under legislation apply to your lease	<input type="checkbox"/> Supplied

**NOTE: Application fees for this application will vary depending on the type of lease and whether the building and development provisions have expired or not expired at the time the application fees are paid. For more information go to the Access Canberra Fees and Charges Guide available at [www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au)**