

## Form 4

### LETTER OF APPOINTMENT

- PRE APPLICATION MEETINGS
- DEVELOPMENT APPLICATION
- APPLICATION FOR RECONSIDERATION

#### Lease/Site Details Please Print

If more than two lease/site, attach the following details for each additional lease/site

Block  Section  Suburb

Street Address

Block  Section  Suburb

Street Address

#### Lessee/Land Custodian Details - if more than two lessees please provide details of each additional lessee Please Print

1<sup>st</sup> Lessee Name/  
Land Custodian

2<sup>nd</sup> Lessee Name/  
Land Custodian

#### AUTHORISATION

This appointment is made under the *Planning and Development Act 2007* and relates to: (please tick)

- ☐ **Pre - application meeting** for the abovementioned site/s.
- ☐ **Development Application** for the abovementioned site/s
- ☐ **Reconsideration application** for the abovementioned site/s.

I/we the lessee(s) authorise:

\_\_\_\_\_ (Name) from \_\_\_\_\_ (Company name)

- ☐ to obtain information in relation to this site through the pre-application process.
- ☐ to act on my/our behalf in relation to a development application for the abovementioned site/s.
- ☐ to act on my/our behalf in relation to an application for a reconsideration of a development application for the abovementioned site/s.

- ☐ to pay all application fees, bonds and securities, liaise with the Planning and Land Authority when required, alter, amend or provide further information as necessary and receive any communications relating to the Development Application or Application for Reconsideration.

### LESSEE/LAND CUSTODIAN DECLARATION

- I/we declare that I am/we are the lessee(s)/land custodian of the land described above;
- I/we have been made aware of the declaration clauses in the Development Application or Application for Reconsideration form; and
- declare that all the information given on this form is true and complete.

1<sup>st</sup> Lessee's Signature

Date

2<sup>nd</sup> Lessee's Signature

Date

Land Custodian Signature

Date

### Authorised Person Declaration

I declare that I am the person authorised to sign/sign on behalf of the company described in this form

I declare that all the information given on this form and its attachments are true and complete;

Authorised Person Name

Company Name (if relevant)

Signature

Date

### Privacy Notice

The personal information on this form is being collected to enable processing of your application. Collection of personal information is authorised by Chapters 7, 8 and 9 of the *Planning and Development Act 2007*. The information that you provide may be disclosed to the ACT Revenue Office and the Registrar-General's Office. The information may be accessed by other government agencies, ActewAGL, ACTEW Corporation and other commercial organisations interested in development and building information. The *Planning and Development Act 2007* requires the details of applications, decisions and orders to be kept on a register and made available for public inspection. Information and documentation relevant to a development application may be made available via the Internet.

### Contact Details:

Environment and Sustainable Development Directorate  
Customer Service Centre

GPO Box 1908, Canberra City 2601

16 Challis Street, Dickson ACT 2602

Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)

Phone: (02) 6207 1923

Fax: (02) 6207 1925

TTY: (02) 6207 2622

Email: [esddcustomerservices@act.gov.au](mailto:esddcustomerservices@act.gov.au)

Website: [www.environment.act.gov.au](http://www.environment.act.gov.au)