

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

The building and development provisions of your Crown lease may require that you commence and / or complete building and development work within a stated period of time. A lessee may apply to the Environment and Sustainable Development Directorate 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

First Name

Postal Address

Suburb

State

Postcode

Phone Number Business  
Hours

Mobile

EMAIL ADDRESS

**Lease Details (Please provide details if known)**

Insert Date – please print

Lease grant/commencement date

Date commencement period expires

Date completion period expires

Date facilities/associated works/other  
commencement period expires

Date facilities/associated works/other  
completion period expires

**Application for Extension of Time**

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

Commencement

Extended Date:

Completion

Extended Date:

Facilities/associated works/other commencement

Extended Date:

Facilities/associated works/other completion

Extended Date:

**Rates Assessment Notice**

A current rates assessment notice is required to assess your application:

- I have attached a copy of my annual rates assessment notice OR written advice from ACT Revenue indicating the annual rates payable for the block listed in this application (**No additional fee payable**)
- I request ESDD to seek the annual rates information from ACT Revenue on my behalf (**additional \$75.00 fee applies**)

## Hardship and Fee Reduction

A fee reduction may apply to an extension of time application

If you have read the **Hardship and Fees Reduction Guidelines** 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 ESDD to obtain a copy of and/or discuss any waiver or Act of Grace application with the Chief Minister and Treasury Directorate.

I/we authorise ESDD to 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)	<input type="text"/>	Date	<input type="text"/>
1 <sup>st</sup> Lessee's Signature	<input type="text"/>	Date	<input type="text"/>
2 <sup>nd</sup> Lessee's Signature	<input type="text"/>	Date	<input type="text"/>

### Privacy Notice

The personal information on this form is being collected to enable processing of your application. Collection of personal information is authorised by Chapter 9 of the *Planning and Development Act 2007*. The information that you have provided may be disclosed to ACT Government agencies including the Department of Territory and Municipal Services for the purposes of assessing your application.

### 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

**TTY:** (02) 6207 2622

**Email:** esddcustomerservices@act.gov.au

**Website:** www.environment.act.gov.au

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

<b>Rates Assessment Notice</b>		
A current rates assessment notice OR written advice from ACT Revenue indicating the annual rates payable for the block listed in this application <b>must</b> be provided with any application for the application to be assessed	Annual rates assessment notice or advice from ACT Revenue supplied by applicant (No additional Fee)  ESDD to seek advice from ACT Revenue (additional fee payable)	<input type="checkbox"/> Supplied  <input type="checkbox"/> Not Supplied
<b>Certificate of Occupancy and Use</b>		
Provides evidence that building work is complete	Full certificate of occupancy and use if issued	<input type="checkbox"/> Supplied  <input type="checkbox"/> Not Supplied
<b>Footings / piers / waffle slab</b>		
Provides evidence that building work has started	A certificate from your certifier or engineer that provides evidence that you have started building work	<input type="checkbox"/> Supplied  <input type="checkbox"/> Not Supplied
<b>Basement excavation evidence</b> (not required for single residential development)		
May demonstrate that building work has started where extensive basement work has been undertaken	A document that provides evidence that basement excavation has commenced	<input type="checkbox"/> Supplied  <input type="checkbox"/> Not Supplied
<b>Design acceptance</b> (not required for single residential development)		
Demonstrates associated work (not on the block) has commenced 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  <input type="checkbox"/> Not Supplied
<b>Operational acceptance</b> (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  <input type="checkbox"/> Not Supplied
<b>Hardship submission</b>		
Required if you believe that one or more of the grounds described in the <b>Hardship and Fee Reduction Guidelines</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 and Fee Reduction Guidelines apply to your lease	<input type="checkbox"/> Supplied  <input type="checkbox"/> Not Supplied
<b>Evidence of hardship – Personal grounds</b>		
Required to support a hardship submission made on personal grounds	Documentary evidence from one or more sources that substantiates your hardship submission	<input type="checkbox"/> Supplied  <input type="checkbox"/> Not Supplied
<b>Evidence of hardship – financial grounds</b>		
Required to support a hardship submission made on financial grounds	Documentary evidence from a range of sources that substantiates your hardship submission	<input type="checkbox"/> Supplied  <input type="checkbox"/> Not 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 ESDD [Fees and Charges Guide](#) available at [www.environment.act.gov.au](http://www.environment.act.gov.au)**