

**APPLICATION FOR A UNIT ENTITLEMENT
AUTHORITY**

Form 4

This form should be completed when applying to amend the Schedule of Unit Entitlement of a Units Plan.

Lease details please print

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

Block/s	<input type="text"/>	Section	<input type="text"/>	Suburb	<input type="text"/>	Units Plan Number	<input type="text"/>
Street Address	<input type="text"/>						

Applicant Details Please Print

Surname	<input type="text"/>	First Name	<input type="text"/>		
Company 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"/>				

Owners Corporation Details Please Print

1st Executive Member's Details

Surname	<input type="text"/>	First Name	<input type="text"/>
Company Name	<input type="text"/>		
Position held in company	<input type="text"/>	Australian Company Number (ACN)	<input type="text"/>
Postal Address	<input type="text"/>		
Phone Number Business Hours	<input type="text"/>	Mobile	<input type="text"/>
Email Address	<input type="text"/>		

2nd Executive Member's Details

Surname

First Name

Company Name

Position held in company

Australian Company Number (ACN)

Postal Address

Phone Number Business Hours

Mobile

Email Address

Form 2 – Schedule of Unit Entitlement

Is a Schedule of Unit Entitlement (Form 2) for the land specified in this application attached? NO YES

Certification of Unit Entitlement by a Member of the Institute of Valuers

Is a Certification of Unit Entitlement by a Member of the Institute of Valuers for the land specified in this application attached? NO YES

Copy of Special Resolution

Is a copy of the special resolution of the owners corporation dated within 3 months of submitting this application for the land specified in this application attached? NO YES

Conflict of Interest Declaration

Does the applicant or lessee have any association with EPD staff? NO YES

If YES - please provide details:

NOTE: There are penalties for deliberately giving false and misleading information. The Planning and Land Authority or Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

Applicant and Owners Corporation Declaration

I/we the undersigned, hereby apply for approval for a unit entitlement authority on the land specified in this application. I/we declare that this application is accompanied by all of the required information or documents for it to be considered for approval.

I/we the undersigned (owners corporation) appoint the applicant whose signature appears below to act on my/our behalf in relation to this application for a unit entitlement authority. This authorises the applicant to pay all application fees, bonds and securities, liaise with EPD when required, alter, amend or provide further information as necessary and receive any communications relating to this application for a unit entitlement authority;

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

I/we the undersigned, declare I/we have the appropriate delegation or authority to sign on behalf of the Owners Corporation.

Applicant Signature (s)

Date

1st Executive Member's Signature

Date

2nd Executive Member's Signature

Date

Privacy Notice

The personal information on this form is provided to the Environment and Planning Directorate (EPD) to enable the processing of your application. The collection of personal information is authorised by the Unit Titles Act 2001. If all or some of the personal information is not collected EPD cannot process your application. The personal information you provide may be disclosed to Australian Bureau of Statistics, ACT Revenue Office, the Registrar General's Office and other Government agencies with a direct interest in the Unit Title process. 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. EPD's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by EPD, and how you may complain about an alleged breach of the Territory Privacy Principles. The EPD Information Privacy Policy can be found at www.environment@act.gov.au

Contact Details:

Environment and Planning Directorate
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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

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