



**EXEMPTION ASSESSMENT  
D NOTICE LODGEMENT FORM**

To be completed by Works Assessor or Building Surveyor and submitted with  
Exemption Assessment D Notice and relevant documentation

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

Block	<input type="text"/>	Section	<input type="text"/>	Suburb	<input type="text"/>	Unit No.	<input type="text"/>
Street Address	<input type="text"/>						

**Owners Details – All owners MUST be listed**

Owner 1	<input type="text"/>	Owner 2	<input type="text"/>
Owner 3	<input type="text"/>	Owner 4	<input type="text"/>

**Description of Works relevant to the Notice** *If more than 3 items please attach further details*

1	<input type="text"/>
2	<input type="text"/>
3.	<input type="text"/>

**Works Assessor or Building Surveyor Details** *Please Print*

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

**DATE OF ISSUE - S138D(d) Planning and Development Act 2007**

A copy of the Exemption Assessment D Notice must be provided to Planning and Land Authority within 5 days after the day the works assessor or building surveyor issues the notice.

**Date notice issued**

**Documentation Checklist**

	Provided ✓		Provided ✓
Exemption Assessment D Notice		A copy of the plans and documents used in the exemption assessment of the building work provided	
The exemption must be marked on, or attached to, or partly marked on or partly attached to, each page of the plans used by the works assessor or building surveyor in the assessment		Plans have been initialled , dated and marked with the works assessor or building surveyor's licence number on each page of the plans & numbered consecutively through each document, starting with the number 1 Each page states the total number of pages comprising the attached documents	

**Note:** If, because of the size of the plans, it is impractical to mark the exemption on each page of the plans, the works assessor/building surveyor may, instead of marking the exemption on each page of the plans, mark each page of the plans with his/her initials, licence number and date; and indicate that the details of the exemption are in the exemption assessment D notice.

**Works Assessor/Building Assessor Declaration**

I declare I have issued the attached Exemption Assessment D Notice in accordance with the requirements of the *Planning and Development Act 2007* and *Planning and Development Regulations 2008*.

**Works Assessor/Building Surveyor  
Signature**

**Date**

**NOTE:** There are penalties for deliberately giving false and misleading information.

**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 *Planning and Development Act 2007*. If all or some of the personal information is not collected EPD cannot process your application. 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. The personal information you provide may be disclosed to Australian Bureau of Statistics, ACT Revenue Office, the Registrar General's Office, ACTEW Corporation, ActewAGL, Territory and Municipal Services Directorate and other Government agencies with a direct interest in the development assessment 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](mailto:www.environment@act.gov.au)

**Contact Details:**

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Customer Service Centres  
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