

**PROVISIONAL BUILDING DAMAGE ORDER
CERTIFICATE**

Form 7

This form should be completed when applying for a certificate certifying that the elimination or reinstatement of a building or part of a building or a unit or part of a unit in a units plan is exempt from the requirements to obtain development approval under Part 7 of the *Planning and Development Act 2007*

Lease details please print

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

Block/s Section Suburb Units Plan Number

Street Address

Applicant Details Please Print

Surname First Name

Company Name

Postal Address

Suburb State Postcode

Phone Number Business Hours Mobile

Email Address

Unit Owner/Owners Corporation Details Please Print

1st Unit Owner/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

2nd Unit Owner/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"/>		

Description of Building Work *Please Print*

Please tick appropriate box

Elimination of a building or part of building or a unit or part of a unit

Reinstatement of a building or part of building or a unit or part of a unit

Description

Approved Plans

Are there copies of plans for the elimination or reinstatement of the building(s)/unit(s) 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 a provisional building damage order certificate 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 understand that the documentation provided will be considered to be the relevant documentation associated with this application;

I/we the undersigned appoint the applicant whose signature appears below to act on my/our behalf in relation to this application for a provisional building damage order certificate. 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 provisional building damage order certificate;

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

If signing on behalf of a company or organization:

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

Applicant Signature (s) Date

1st Unit Owner/Executive Member's Signature Date

2nd Unit Owner/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 Land Rent 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
Customer Service Centres
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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