



Sustainable Development Factsheet

Owners Consent on Applications and Certificates

When proposing development, it is important that the property owner provide authority for any application intended to be lodged with Council. If under any circumstance you are signing an application form under an authorisation from the owner, you must provide written evidence that you have the authority and power to do so from that owner. Council officers will confirm ownership prior to lodgement of the application.

The following details outline the information required to demonstrate ownership:

Individuals

Torrens Title

The owner/s of the property is/are to sign the form and print their name.

Or

All owners to provide a signed letter which must state the full property description as well as a description of the proposed development demonstrating adequate understanding of the proposal.

OR

Strata Title

Where development does not affect common land

By the owner/s of that strata unit who are to sign the form and print their name or all owners to provide a signed letter which must state the full property description as well as a description of the proposed development demonstrating adequate understanding of the proposal. This should include reference to the plan number the subject of the application (if applicable)

Where development affects common land

Where there are 2 owners or less

By affixing the owners corporation seal in the presence of the owner or owners or the strata managing agent.

Where there is 3 or more owners

By affixing the corporation seal in the presence of 2 persons being owners of lots or members of the executive committee; or
By the strata managing agent of the owners corporation (the strata managing agent must sign and attest to the fact and date of the affixing of the seal; or

If the strata manager is a corporation, by the signature of, the president, chairperson or other principal officer of the corporation or any member of the staff authorised to do so by the president, chairperson or other principal officer.

OR

Corporations

- By two directors of the company; **or**
- By being signed by 1 director and a company secretary; **or**
- By being signed by the sole director of a proprietary company.

Note: A statement beside each signature clearly identifying the position of the person in the company is required*

OR

Corporation
continued

By affixing the company seal:

- Witnessed by 2 directors of the company or Witnessed by a1 director and a company secretary or
- Witnessed by the sole director of a proprietary company

***A statement beside each signature clearly identifying the position of the person is required. (If the signatures or seal as mentioned in the above two sections in relation to corporation are NOT given on the Development Application form it MUST be given on a business letter (ie on a letterhead) that states the Australian Company Number (CAN) or if the last 9 digits of the CAN are the same, then the Australian Business Number (ABN)).**

**Multiple
Occupancy**

All owners are to sign individually or all owners to provide a signed letter which must state the full property description as well as a description of the proposed development demonstrating adequate understanding of the proposal.

**Community
Title**

Letter of authorisation or stamp from the Community Title Neighbourhood Association.

Please note: if you recently settled on a property and council has not received notice from the LPI that you are the new owner of the property, you need to provide a copy of the transfer form signed by the vendor then sign the application form and print you name

Further Information

Development Support Officers

PO Box 219, (Station Street) Mullumbimby NSW 2482

P 02 6626 7025 F 02 6684 3018

W www.byron.nsw.gov.au E DSO@byron.nsw.gov.au

E2016/65670