

# Time Extension Request 2025/2026



If you need help lodging your form, contact us				Office use only	
Email	council@northernbeaches.nsw.gov.au			Form ID	2038
Phone	1300 434 434			TRIM Ref	C001673
Customer Service Centres	<b>Manly</b> Town Hall, 1 Belgrave Street, Manly NSW 2095	<b>Dee Why</b> Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	<b>Mona Vale</b> 1 Park Street, Mona Vale NSW 2103	Last Updated	June 2025
				Business Unit	Environmental Compliance
				Application No.	<input type="text"/>
				Receipt No.	<input type="text"/>

Privacy Protection Notice	
Purpose of collection:	For Council to provide services to the community
Intended recipients:	Northern Beaches Council staff
Supply:	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction:	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Payment options	
In person	Visit one of our Customer Service Centres (listed above) to apply and pay over the counter:
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option.
Via email	Send the completed application form to council@northernbeaches.gov.au and we will call you for payment. Please allow extra time for this option and note the application is not approved until payment is received.
Please note, all credit / debit card payments attract a 0.5% surcharge.	

## Part 1: Applicant details

It is important that we are able to contact you if we need more information. Please give us as much detail as possible.				
Title	Mr	Mrs	Ms	Other
Full family name	<input type="text"/>			
Full given names	<input type="text"/>			
Name of company/business	<input type="text"/>			
Address to which extension relates	<input type="text"/>			
Phone	<input type="text"/>	Alternate	<input type="text"/>	
Mobile	<input type="text"/>	Facsimile	<input type="text"/>	
Email	<input type="text"/>			
Contact	<input type="text"/>			

## Part 2: Extension details

Extension type: (please select)			Reference number:
	Environmental Health Notices and Orders	No fee	
	Application for extension of time - Fire Safety Order	No fee	
	Swimming Pools Direction	No fee	
	Building Compliance Notices and Orders	No fee	
	Awnings Notices and Orders	No fee	

## Part 3: Reasons for extension

Item no.	New date & time requested	Reason for extension Must include specific justification for each item where extension is requested. Evidence should be supplied to support requests and may include third part documents, such as parts or service delivery dates.	Approved/ declined (Council use only)

## Part 4: Signatures

<b>Name of applicant</b>			
Signed		Date	

Reviewing coordinator/manager	Notes		
Signature of reviewing coordinator		Date	