

# Owners Consent Form



## Building Information Certificate, Construction Certificate & Complying Development Certificate Application

If you need help lodging your form, contact us				Office use only	
Email	council@northernbeaches.nsw.gov.au			Form ID	2106
Phone	1300 434 434			Last Updated	July 2025
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	Business Unit	Environmental Compliance

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

Form Information
<p>This form is a mandatory document to be completed and submitted at the time of lodgement with a Building Information Certificate, Construction Certificate, and Complying Development Certificate application. Applicants must ensure all relevant owner/s details are provided and the form is uploaded via the NSW Planning Portal at the time of lodgement.</p> <p>Council will make relevant supporting documentation submitted publicly available, such as; reports and plans, under Schedule 1(3)(1) of the Government Information (Public Access) Regulation 2018.</p>

Applicants must ensure all relevant owner's details are provided in both the NSW Planning Portal and on this form to prevent delays.

### Part 1: Applicants details

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other:		
First name		Last Name	
Company name (if applicable)			

### Part 2: Subject property

Address	
Lot/section number/plan	

### Part 3: Type of application

<input type="checkbox"/>	Building Information Certificate	<input type="checkbox"/>	Construction Certificate	<input type="checkbox"/>	Complying Development Certificate
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## Part 4a: Type of owners

Refer to page 3 for more information. Tick appropriate:			
	Company/Organisation (Ensure common seal is provided)		Land Owner
	Joint Wall/Fence (Consent of all owners required)		Council
	Strata Title/Owner(s) Corporation (Common Seal required)		Power of Attorney
	Trustee		Executor
	Legal Authority/Other (specify)		

## Part 4b: Owner(s) declaration & consent

In signing this form, as owner(s) of the land to which this application relates, I/We: <ul style="list-style-type: none"><li>• consent to this application being lodged and assessed by Council</li><li>• consent to Authorised Council Officers to enter the land to carry out inspections relating to the application</li><li>• accept all communication regarding this application through the applicant</li><li>• consent to all information provided in relation to this application be made publicly available via Council's website</li></ul>		
Name/s of all Land Owners	Signature	Date

## Part 5a: Declaration of interest

Is the applicant a staff member or Councillor of Northern Beaches Council?	Yes	No
Does the applicant have a relationship with any staff member or Councillor of Northern Beaches Council?	Yes	No
Is the owner a staff member or Councillor of Northern Beaches Council?	Yes	No
Does the owner have a relationship with any staff member or Councillor of Northern Beaches Council?	Yes	No
If YES to any of the above, please explain the nature of interest:		

## Part 5b: Applicant declaration

As the applicant of this application, I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.			
Signature		Date	

## Additional information:

### Types of owners

**Land owner/s:** All current Land Owner(s) must sign this form.

### Company/organisation:

If the owner is a company, owner's consent is to be provided in one or more of the following ways:

- Execution of Owners Consent Form (or other document to the same effect) in accordance with section 127(1) of the Corporation Act 2001.
- Common seal affixed to, and execution of, owners consent form (or other document to the same effect) in accordance with S127 (2) of the Corporation Act 2001
- Together with an up to date ASIC company extract and other relevant support documents.

### New owner/s:

If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:

- A copy of the certificate of title
- A letter from your Solicitor confirming settlement
- Previous owner(s) to provide owner(s) consent.

### Strata title/owner's corporation:

If the property is a unit under strata title or a lot in a community title, then in addition to the owner(s) signature one of the following must be provided:

- The common seal of the owner's corporation must be stamped on this form over the signature of the owner(s) and signed by the chairman or secretary of the owner's corporation or the appointed managing agent.
- A letter on strata management letterhead
- Minutes signed by the owner's corporation, clearly stating the words 'supported for lodgement of Building Information Certificate.