

Legal Documents Authorisation Application 2025/2026



Made under the Conveyancing Act 1919 (Section 89)

If you need help lodging your form, contact us				Office use only	
Email	council@northernbeaches.nsw.gov.au			Form ID	4023
Phone	1300 434 434			TRIM Ref.	
Customer Service Centres	Manly Town Hall, 1 Belgrave Street, Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	Mona Vale 1 Park Street, Mona Vale NSW 2103	Last updated	Sept 2025
				Business unit	Environment & Resilience
				Application no.	LD20
				Receipt no.	

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
Please note, all credit / debit card payments attract a 0.5% surcharge.	

Part 1: Fees per application

Cost of Legal Documents Authorisation Application (to nearest dollar), please tick the relevant fee			
Single dwelling	\$664 <input type="radio"/>	Resigning fee	\$327 <input type="radio"/>
All other developments	\$877 <input type="radio"/>	Registered post of documents	\$6 <input type="radio"/>

Part 2: Applicant details

Title	Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other:		
First names			
Last names			
Company name <i>(attach business card if relevant)</i>			
Address <i>(all letters to be sent here)</i>			Postcode
Phone			Mobile
Email			

Part 3: Site details

Unit/house number		Street	
Suburb		Postcode	
Lot + Section + DP		DA/CDC <i>(if applicable)</i>	

Part 4: Northern Beaches Council's Positive Covenant and Restriction on the Use of Land Checklist for Stormwater Management Systems

(Skip to part 5 if for other easement or 88b instrument)

Required hard copy documents to be submitted. All documents must be provided for application to be assessed.	Supplied
Restrictions on the Use of Land: <ul style="list-style-type: none">Cover page: Form 13RPA (from Land & Property Information NSW)Using Council's Standard wording (See Council's website for the standard wording)	<input type="radio"/>
Positive Covenant: <ul style="list-style-type: none">Cover page: Form 13PC (from Land & Property Information NSW)Using Council's standard wording (See Council's website for the standard wording)	<input type="radio"/>
Required electronic copy documents to be submitted (email)	<input type="radio"/>
Work - As - Executed <ul style="list-style-type: none">Details overdrawn in red by a registered Surveyor on copy of the Council's approved drainage plan	<input type="radio"/>
Registered Engineers Certification (In accordance with the Design & Building Practitioners Act)	<input type="radio"/>
Photographic evidence of: <ul style="list-style-type: none">Orifice plate with tape measure indicating the diameterOSD tank/basinLevel spreader or dispersion trench (if applicable)	<input type="radio"/>

Part 5: Easements and other instruments

(skip if lodging for stormwater management system in part 4 ONLY)

Type (drainage easement, right of way, other 88b etc)	
Submitted documentation (where applicable)	Supplied <input type="radio"/>
88b instrument	
Survey plan	
Other (describe below)	

Part 6: Owner(s) consent

Council cannot grant consent if owner(s) consent is not provided. All owners of the property must sign consent.			
Owner(s) name			
Address			
Suburb		Postcode	
As owner(s) of the land to which this application relates, I/we consent to this application. I/We also consent for authorised Council officers to enter the land to carry out inspections relating to this application. I/we accept that all communications regarding this application will be through the nominated applicant(s).			
Signature(s)		Date	

<p><input type="radio"/> Company/organisation If the owner is a company, owner's consent is to be provided in one or more of the following ways:</p> <ul style="list-style-type: none"> • 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 supporting documents. <p><input type="radio"/> 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:</p> <ul style="list-style-type: none"> • 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 of consent to lodge a Building Certificate on strata management letterhead. • Minutes signed by the Owner's Corporation, clearly stating the words "Supported for lodgment of a Building Certificate Application". 	<p><input type="radio"/> New owner(s) If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:</p> <ul style="list-style-type: none"> • A copy of the Certificate of Title. • A letter from your solicitor confirming settlement. • Previous owner(s) to provide owner(s) consent. <p><input type="radio"/> Signing on owner(s) behalf If you are signing on the owner(s) behalf as the owner(s) legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. Power of attorney, executor, trustee, company director, etc.).</p> <p><input type="radio"/> Joint wall/fence When works affect a joint wall or fence, consent of all property owners is required (e.g. Semi-detached or terrace dwelling and boundary fences).</p>
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Part 8: Conflict of interest

I am an employee, Councillor or relative of a Councillor.	Yes <input type="radio"/>	No <input type="radio"/>
If yes, state your relationship:		

Part 9: Declaration

The completed checklist must be submitted with this application and all accompanying documentation sought. Failure to provide the required documentation of an acceptable standard will result in your application being returned or significantly delayed.		
Please see 2art 2 for requirements for companies or units under strata or company title.		
I/we declare that all the information in the application and checklist is, to the best of my/our knowledge, complete, true and correct. I/we also understand that if the information is incomplete, the application may be delayed or rejected or more information may be requested. Further, I/we also certify that the certification and works as executed plans submitted in support of this application are fully compliant with the following (where applicable):		
<ul style="list-style-type: none"> • Relevant development consent, and • Council's Water Management for Development Policy • Council's Development Engineering Minor Works Specification (where applicable), and • Council's AUS-SPEC #1 		
I/We acknowledge that applications with significant variations to the development consent may be refused without discussion.		
Applicant(s) signature	Date	