

How to complete this form

- 1 Ensure that all fields have been filled out correctly.
- 2 Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.
- 3 Once completed you can submit this form by mail or in person.
- 4 Approval is not required if the details of the applicant are included in the approved construction certificate for plans and specifications
- 5 New solid fuel heaters are generally required to comply with the Protection of the Environment Operations (Clean Air) Regulation 2010.

Property details

Lot number* Section number* Deposited/Strata Plan number*

Address*

Suburb/Town* Postcode*

Applicant details

Applicant(s) Surname/Company*

Given names*

Postal address*

Suburb/Town* Postcode*

Contact number * Email address

Owner(s) consent

Registered owners name* Position*

Signature* Date*

Registered owners name* Position*

Signature* Date*

Company

Applications can not be accepted without the full consent of ALL Landowners.

- If there is more than one landowner, every owner must sign
- If the owner is a company or owner's association, the application must be signed by an authorised person.
- If you are signing on the owner's behalf as their legal representative, you will need to state your legal authority (eg Power of Attorney, Executor, Trustee) and attach evidence of this authority.
- Applicants in caravan parks require the signature of the park owner.

Office use only

Application Number Total fees paid Receipt number Date

Applicant's consent

Council will not process an application that is incomplete or non-complying with lodgement requirements.

- I apply for approval to carry out the development or work described in this application. I declare that all the information in the application is to the best of my knowledge, true and correct.
- I understand that if the information is incomplete, the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted may be void.
- I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application.
- I understand that MidCoast Council may use the information and materials provided for notification and advertising purposes.
- I understand that the information and materials provided may be made available to the public for inspection and copying at Council's Customer Service Centre and on Council's website.

Applicant name *

Applicant signature

Date

Information to be submitted with application

- 1 **Full manufacturer's details of appliance including certificate of any tests in accordance with the Australian Standard.**
- 2 **Floor plan and elevation showing position of the proposed application including distances from combustable materials and heights of flue.**

How to lodge this form

Completed form can be:

- saved and then emailed to council@midcoast.nsw.gov.au; Payment by credit card or EFT can be arranged; or
- forwarded by post with payment; or
- lodged at our Customer Service Counter - Monday to Friday (excluding Public Holidays).

Privacy: This information is required to assist with your application and will not be used for any other purpose without seeking your consent, or as required by law. Your application will be retained in our Records Management System and disposed of in accordance with current legislation. Your personal information can be accessed and corrected at any time by contacting us.

MidCoast Council | Yalawanyi Ganya | 2 Biripi Way Taree | PO Box 482 Taree
Phone 02 7955 7777 | email council@midcoast.nsw.gov.au
www.midcoast.nsw.gov.au