

About this Form

You can use this form to provide notice to Council of the commencement of building or subdivision work.

The person having the benefit of the development consent/complying development consent, and the principal certifying authority if that is not the Council, of the person's intention to commence building or subdivision work.

How to complete this form

- 1 Ensure that all fields have been filled out correctly.
- 2 Please note that all fields on this form marked * are mandatory and must be completed before submitting the application.

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*

State*

Postcode*

Telephone Number*

Mobile Number

Email Address

Applicant's Signature*

Date*

Office use only

Application Number

Date

Development details/date of commencement of work

Type of Work Building Subdivision

Development Description

Date Work is to Commence

Development consent or complying development certificate details

Development Consent No

Date of Consent

Construction certificate number

Construction Certificate No

Date of Certificate

Compliance with conditions of development consent details

Have all conditions of development consent which were required to be met prior to the commencement of work been satisfied?

Yes No

Complying development certificate details

Complying Development Certificate No

Date of Certificate

Residential building work (please complete if you are carrying out residential building work)

Indicate who will carry out the work Owner Builder Licensed Builder

Name of Principal Contractor or Owner Builder

Address of Principal Contractor or Owner Builder

Principal contractor's builders licence number or owner builders permit number

Have you provided Council with a copy of the required Builders Indemnity Insurance

Yes Not applicable (if value of building work less than \$20,000)

How to lodge this form

Completed form can be:

- Emailed to council@midcoast.nsw.gov.au with attached supporting documents as required; or
- Forwarded by post; or
- Lodged at our Customer Service Counter - Monday to Friday (excluding Public Holidays)

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

Forster | 4 Breese Parade | PO Box 450 Forster 2428 | **6591 7222**
Gloucester | 89 King Street | PO Box 11 Gloucester 2422 | **6538 5250**
Taree | 2 Pulteney Street | PO Box 482 Taree 2430 | **6592 5399**

www.midcoast.nsw.gov.au