



# Modification or surrender of a consent or “existing use”

This form is to be used and has been prepared pursuant to Section 80A(5) and 104A of the Environmental Planning & Assessment Act 1979 and clause 97 of the Environmental Planning & Assessment Regulation 2000.

## About this form

Use this form if Council imposes a condition requiring the modification or the surrender of a previous consent or of an existing use right on your property. This form will provide details of the consent/existing use right to be modified or surrendered. The modification or surrender of the development consent or existing use right takes affect when Council receives this form. You may also use this form to make a voluntary surrender of development consent under Section 104A.

## Any questions

Phone Customer Service on (02) 3991 7000, or call in personally (see page 2)

## ▼ Applicant and site details

### 1. Name and address of the person giving the notice.

Title:      Mr       Mrs       Miss       Ms       Other: .....

Family name (or company):.....

Given names (or ACN): .....

Postal address:.....

..... Post Code:.....

Phone (B) (...) ..... Fax (...).....

Phone (H) (...) ..... E-mail:.....

Contact person (Only if a company etc).....

### 2. Location and title description of the property

*This will help us to correctly identify the land*

Unit, shop or suite:..... Street No:..... Street:.....

Suburb: .....

Lot(s): ..... Section: .....

Deposited Plan(s): ..... Strata plan:.....

Other:.....

*Get these details from rate notices, property deeds, or Council property maps.*

### 3. Description of the development consent or existing use rights

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### 4. Indication whether the consent or right is to be modified (including details of the modification) or surrendered.

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5. **Owner's name, address and contact details.** Title: Mr  Mrs  Miss  Ms  Other:.....  
 Family name (or company):.....  
 Given names (or ACN): .....  
 Postal address: .....  
 ..... Post Code: .....  
 Phone (B) (....)..... Fax (....) .....  
 Phone (H) (....) ..... E-mail:.....  
 Contact person (Only if a company etc) .....

## ▼ Signatures

6. **Owner's consent** As owner of the land described above, I modify/surrender\* the consent/the right\* described above.  
*Must be signed by the owner of the land. If more than one owner, every owner must sign.*  
*If the owner is a company or owner's association must be signed by a director under common seal.*  
 ☒ Signature: ..... Date: .....  
 If you are signing on the owner's behalf as the owner's legal representative, please state the nature of your legal authority and attach documentary evidence.  
 .....  
 (eg, power of attorney, executor, trustee, company director)

7. **Your declaration** I declare that all the information given is true and correct.  
 ☒ Signature: ..... Date: .....

## ▼ How to lodge this application

**Address the application to:** The General Manager  
 Woollahra Municipal Council

**You can send it to us by any of the following methods**

**Post:** PO Box 61  
 Double Bay 1360

**DX:** DX 3607 Double Bay

**Courier or personal delivery:** Council Chambers  
 536 New South Head Road  
 Double Bay NSW 2028

**How to contact us by phone, fax or electronically**

**Phone:** (02) 9391 7000

**Fax:** (02) 9391 7044

**Email:** [Records@woollahra.nsw.gov.au](mailto:Records@woollahra.nsw.gov.au)

**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Who to contact:** The Building and Compliance Officer  
 handling your development.

### Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

**Bus or Rail:** Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

**Parking:** Short term customer parking spaces are available on site. On street parking in nearby streets is also available.

*If you wish to discuss a proposal with one of our Building and Compliance Officer, it is essential that you arrange an appointment.*

## ▼ Privacy Notification

The personal details requested on this form are required under the *Environmental Planning and Assessment Act 1979* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.