

# APPLICATION TO MODIFY COMPLYING DEVELOPMENT CONSENT UNDER SEPP (EXEMPT & COMPLYING DEVELOPMENT CODES) 2008

Section 4.30 of the *Environmental Planning and Assessment Act, 1979*

## About this form

Use this form for a minor modification to the approved complying development consent.

Note: You cannot use this form if the amended work has been completed or has commenced.

## PART 1 : APPLICANT AND LOCATION DETAILS

To apply, you must be the original applicant or any other person entitled to act on the Consent.  
Please note that the applicant is the only person the City of Ryde will communicate with in the matter.  
It is important that we are able to contact you if we need more information.

**Title\***     Mr     Mrs     Ms     Miss    Other

**Family Name (or company)\***     **Given Names (or ACN)\***

**Street Address\***

**Suburb\***     **Postcode\***

**Postal Address\*** *We will post all correspondence to this address:*

**Suburb\***     **Postcode\***

**Preferred contact\***     Work     Home     Mobile

**Work**     **Home**

**Mobile**     **Fax**

**Email**

## LOCATION OF PROPERTY

We need this to correctly identify the land.

**Unit No.**     **House No.**

**Street**

**Suburb**     **Postcode**

**Legal description of property**  
(e.g. lot/DP etc.)

## OWNER'S CONSENT

**Every** owner of the land must sign this form.

If the owner is a company, this form must be signed by 2 directors or a director and a company secretary and the common seal must be stamped on this form if applicable.

If it is Council owned property/land, the General Manager must sign this form prior to the application being submitted.

If the property is a unit under strata title or a lot in a community title, then in addition to the owners signature, the common seal of the body corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate or the appointed managing agent.

**Name of owner or authorised person**

**Position (if company)**

**Address**

**Suburb**

**Postcode\***

**Preferred contact**

**Work**

**Home**

**Mobile**

**Work**

**Home**

**Mobile**

**Fax**

**Email**

As owner of the land to which this application relates, I consent to this application. I also consent for authorised Council officers to enter the land and carry out inspections relating to this application.

**Signature\***

**Date\***

*Without the owner's consent, we will not accept the application. This is a very strict requirement for all applications.*

*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).*

## COMPLYING DEVELOPMENT CONSENT TO BE MODIFIED

**Consent No.**

**Determination Date**

## PART 2 : TYPE OF MODIFICATION

Provide details about the variation to the development

## REASON FOR REQUESTING THE MODIFICATION

Explain your reasons for requesting the modification

## PART 3 : DECLARATION

I hereby make the application outlined above and I declare that all conditions of development consent have been complied with.

I also understand that if the information is incomplete, the application may be delayed or rejected or more information requested. I acknowledge that if the information provided is misleading, any approval granted "may be void".

Signature\*

Date\*

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## HOW TO LODGE THIS APPLICATION

Once completed, forms can be submitted:

**In person** Ryde Customer Service Centre,  
1 Pope Street, Ryde NSW 2112  
Operating hours: Monday to Friday, 8.30am - 5.00pm  
Note: second Thursday of each month hours are 10am - 5.00pm

**Via post** General Manager  
City of Ryde  
Locked Bag 2069,  
North Ryde NSW 1670

**Additional information:** For more information visit [www.ryde.nsw.gov.au](http://www.ryde.nsw.gov.au) or call the Ryde Customer Service Centre on 9952 8222.

**We recommend that you consult with the City of Ryde Customer Service Team before lodging this application.**

### FEES

Fees are calculated on the number of lots involved. Ask us for details.

### PAYMENT METHODS

**By mail** Cheque or Money Order

**In person** Cash, Cheque, Money Order, Mastercard, Visa, AMEX and/or EFTPOS

*Restrictions may apply to the use of credit cards. Please contact the City of Ryde Customer Service Centre for advice.*

*Make cheques payable to "City of Ryde".*

**We will acknowledge that we have received your application. You will receive a receipt specifying the amount of fees paid and the registration number of the application.**

## INFORMATION ABOUT MAKING AN APPLICATION TO MODIFY A COMPLYING DEVELOPMENT CONSENT

### What is a Section 4.30 Modification?

Section 4.30 of the Environmental Planning and Assessment Act, enables an application to be made to Council for minor changes to a Complying Development Consent.

If the Council is satisfied that the modification proposed is minor and will not substantially alter the nature of the original approval, **it may grant approval** for the modification.

### When can an Application for a Modification be made?

You can only make an Application for a Modification for a consent that has been issued by Council and while it is still valid. Consents are valid for 5 years and they are also valid once the approved complying development has commenced in accordance with the conditions of consent.

### Modifications must still comply with the requirements of Council's Exempt & Complying Development Control Plan No. 34

Note: An application for modification cannot be made if the amended work has been completed or has commenced.

### What must be included in an Application for Modification?

Your application must clearly explain the amendments that you wish to make. If these changes involve changes to the design, the application must include copies of plans that show these changes.

- Plans should clearly identify changes on a copy of the approved plans lodged with the CDA
- Changes should be in colour

- Plans should include: site plan, elevations, floor plan and/or sections.
- 3 copies of all plans and documentation must be supplied, plus 1 electronic version (PDF)
- Fees will be charged in accordance with Council's fees in the Management Plan.

You must also provide all relevant supporting documents that justify the change/s.

**Note:** From 1 March 2018, three (3) copies of all plans and documentation must be submitted as part of the application plus one (1) electronic version (PDF).

### Privacy Notification

In completing this form you will be prompted to supply information that is personal information for the purposes of the Privacy and Personal Information Act 1998. The supply of this information is voluntary. If you cannot provide, or do not wish to provide the information sought, the Council may be unable to process your request. With regard to Subdivision Certificate Applications, Council requires the provision of owner's name and address with signature(s) to verify owner's permission. This information is available for public inspection. Council is required under the Act to inform you about how your personal information is being collected and used. If you require further information please contact Council's Customer Service Centre on 9952 8222 and ask for an information sheet to be forwarded to you.