

APPLICATION TO MODIFY DEVELOPMENT CONSENT

Section 4.55 (1) or (2) of the *Environmental Planning and Assessment Act, 1979*

About this form

Use this form for a minor modification to the approved development on you consent, or to vary/delete a condition on your consent, or for minor amendments to the approved design which **will not substantially** alter the approved development.

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).

DEVELOPMENT CONSENT TO BE MODIFIED

Consent No.

Determination Date

PART 2 : TYPE & DESCRIPTION OF MODIFICATION

Tick which modification applies

Minor modification under Section 4.55 (1)

Describe minor error, misdescription or miscalculation

Minor modification with minimal environmental impact under Section 4.55 (1A)

Provide details about the variation to condition/s or minor amendment to design.

Other modification under Section 4.55 (2)

Provide details about the variation to condition/s, minor amendment to design, etc.

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 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. You may be required to lodge a construction certificate. Please discuss your application with a Customer Service Officer.

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 DEVELOPMENT CONSENT

What is a Section 4.55 Modification?

Section 4.55 of the Environmental Planning and Assessment Act, enables an application to be made to Council for minor changes to a Development Consent.

If the Council is satisfied that the modification proposed is minor and will not substantially alter the nature of the original approval, and if the proposed modification has been notified to people who may be affected, **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 while it is still valid. Consents are valid for 5 years and they are also valid once the approved development has commenced in accordance with the conditions of consent.

What must be included in an Application for Modification?

Your application must clearly explain the amendments that you wish to make. If these amendments involve changes to the design, the application must include copies of plans that show these changes plus all relevant supporting documentation that justify the change/s.

- A copy of the original stamped approved plans and Determination Notice with conditions
- 3 x copies of new plans with area/s changed clearly identified by colouring in or clouding
- A schedule of changes
- Changes should be in colour

- Plans should include: site plan, elevations, floor plan and/or sections.
- 3 copies of completed application form and any other documentation and Statement of Environment Effects.
- 3 x A4 colour copies of new plans if notification is required.
- Plus 1 electronic version (PDF) of all documents and plans.
- Fees will be charged in accordance with Council's fees in the Management Plan.

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.