

## Notice of Intention to Commence Work

<b>About this form</b>	<p>Use this form to advise Council of your intention to commence building or demolition work.</p> <p>Before commencing <b>building work</b> you must:</p> <ul style="list-style-type: none"> <li>• Obtain a development consent and a construction certificate, or a complying development certificate and appoint a Principal Certifying Authority; AND</li> <li>• Complete this form and give to Council not less than <b>2 working days</b> before you intend to start building work</li> </ul> <p>Before commencing <b>demolition work</b> you must:</p> <ul style="list-style-type: none"> <li>• Obtain a development consent; AND</li> <li>• Pay the required fees including the Demolition Deposit and Infrastructure Restoration &amp; Administration Fee; AND</li> <li>• Complete this form and give to Council not less than <b>7 working days</b> before you intend to start demolition work; AND</li> <li>• Provide at least seven (7) days written notice to the occupiers of all neighbouring premises of the date the work is due to commence</li> </ul>
<b>Lodgement and Fees</b>	<p>There is no fee to lodge this form with Council.</p>
<b>Any questions</b>	<p>If you have any questions phone us on 9952 8222, or drop into our Customer Service Centre</p>

<b>PART 1 Applicant details</b>	
<b>1. Applicant</b>  <i>It is important that we are able to contact you if we need more information</i>	<p>Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Other <input type="checkbox"/></p> <p>Family name (or Company) .....</p> <p>.....</p> <p>Given Names (or ACN) .....</p> <p>Street Address.....</p> <p>.....P/Code.....</p>
<b>We will post all correspondence to this address</b>	<p><b>Postal Address</b> .....</p> <p>.....P/Code.....</p>
	<p>Telephone (H) ..... Telephone (W).....</p> <p>Mobile ..... Facsimile .....</p>

<b>PART 2</b>		<b>Site Details</b>	
<b>1. Location of Property</b>	Unit No. ....	House No. ....	
	Street .....		
	Suburb .....		
<b>PART 3</b>		<b>Approved Development</b>	
<b>1. Complying Development Certificate</b>	Council CDC No: ..... Date Issued: .....		
	Certifier CDC No: ..... Date Issued: .....		
<b>2. Development Consent</b>	Council DA No: ..... Date Approved: .....		
<b>3. Construction Certificate</b>	Council CC No: ..... Date Issued: .....		
	Certifier CC No: ..... Date Issued: .....		
<b>4. Description of work</b>			
<b>5. Date Work is to Commence</b>	Commencement Date: .....		
<b>6. Expected Completion Date for Demolition</b>	Demolition Completion Date: .....		
<b>PART 4</b>		<b>Compliance with Development Consent</b>	
<b>1. Declaration by the applicant</b>  <i>Building work cannot commence until all necessary conditions of the development consent have been met.</i>	I certify that all the conditions required to be satisfied prior to the commencement of work have been satisfied.		
	Signature: .....		
	Date: .....		

**PART 5**

**Builder/Demolisher Details  
(Residential Developments Only)**

**1. In the case of work done by a licensed builder or demolisher**

*Council is required, under the EP&A Act, to hold this information and to provide these details to the Australian Bureau of Statistics.*

Licensee's name .....  
Licensee's address .....  
..... P/Code .....  
Telephone (H) ..... Telephone (W).....  
Mobile ..... Facsimile .....  
**Contractor license number** .....

**2. In the case of work done by any other person.**

*This applies to Owner Builders*

Name .....  
Address .....  
.....P/Code .....  
Telephone (H) ..... Telephone (W).....  
Mobile ..... Facsimile .....  
**Owner builder permit number** .....

**If no permit number, complete the following declaration:**

**Declaration by the owner of the property.**

Signature: .....

Date: .....

I declare that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in Section 29 of the Act.

**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. 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.