

PO Box 220 Maitland NSW 2320
 PHONE: 4934 9700 FAX: 4933 3209
 EMAIL: info@maitland.nsw.gov.au

NOTE: This form to be submitted to Council at least two (2) days prior to commencing works

Date received: ___/___/___ DA or CDC no: _____

To complete this form, please place a cross in the boxes and fill out the white sections as appropriate.

1. Details of the applicant

Mr Ms Mrs Dr Other

Name

Street No

Street Name

Suburb

State

Postcode

Daytime Telephone

Mobile

Email

Customer Ref

PREFERRED METHOD OF CONTACT EMAIL POST

2. Details of the land to be developed

Street No

Street Name

Suburb

Postcode

Lot No.

Section

DP/SP No

3. Description of the work proposed

Two large horizontal grey bars for describing the work proposed.

4. Details of the development approvals granted

Details of the development consent:

Development application no:

Date the consent was granted:

Or

Complying development certificate no.

Date the certificate was issued

Where a construction certificate has been issued for the building:

Construction certificate no.

Date the certificate was issued

5. Applicant Declaration

- I have met all the conditions in the development consent or the complying development certificate required to be satisfied before I can begin work.

6. Residential building work

- a) Are you going to build a house or other dwelling or alter or add to a dwelling, or build a garage, carport, shed, swimming pool or other building that is to be used in relation to a dwelling?

No > go to section 7

Yes > go to b)

- b) Will the reasonable market cost of labour and materials to be used be more than \$10,000?

No > go to section 7

Yes > go to c)

- c) Are you an Owner Builder?

Yes If so what is your owner-builder permit no?:

[Council also requires a copy of Owner Builder Permit](#)

Go to section 7

No Will the work be carried out by someone who is licensed to do so? Yes No

Builders Information

Name

Street No

Street Name

Suburb

State

Postcode

Daytime Telephone

Fax

Mobile

Email

What is the contractor licence no. of the Builder?



6. Residential building work (Continued)

d) Will the reasonable market cost of the labour and materials to be used be more than \$20,000?

Yes Have you attached to this notice evidence that the licensed person has valid Insurance under the Home Building Compensation Fund to cover the works, or has this previously been submitted to Council?

Yes > go to section 7

No > You are not authorised to commence works

No > Do you declare that the reasonable market cost of the labour and materials to be used is less than \$20,000?

Yes > go to section 7

7. Date the work will commence

Date /..... /.....

8. Signatures

I declare that the above information is correct or the works are not related to the dwelling of on the land.

Signature Name Date /..... /.....

9. Privacy Policy

The information you provide in this notice is required under the Environmental Planning and Assessment Act, 1979 if you are going to erect a building or carry out subdivision work.

If you do not provide the information to the consent authority, you cannot commence the work.

The information will be held by the consent authority and by the Council (if the Council is not the consent authority).

Please contact the Council if the information you have provided in this notice is incorrect or changes.

PRIVACY STATEMENT: Maitland City Council complies with the Privacy Code of Practice for Local Government in dealing with all personal information that is required to be supplied when an applicant completes this application. However, some of the personal information which is set out in this form will become part of the public record which Council is required to keep pursuant to the Local Government and Environmental Planning and Assessment Acts. This information may be divulged to others in accordance with the provisions of those Acts. Furthermore, Council may be required to divulge some personal information pursuant to the Government Information (Public Access) Act 2009.

