



116 Adelaide Street,
Raymond Terrace NSW 2324

PO Box 42
Raymond Terrace NSW 2324

p (02) 4988 0255 | **f** (02) 4987 3612
e council@portstephens.nsw.gov.au

DX 21406 | **ABN** 16 744 377 876

Physical Commencement

ABOUT THIS FORM

This form is to be used for written advice from Council for physical commencement of works under a development application.

Office Use Only

Date lodged	__ / __ / 20 __
Reference No.	

LODGEMENT	PRIVACY
<p>To lodge the application, this form must be filled in, duly signed by the applicant and provided to Council together with all the required supporting documentation. Lodgement can be done at Council's Administration Building, by mail or email. Application and accompanying documentation may be provided in electronic format (recommended) or in paper form.</p> <ul style="list-style-type: none">If you choose to lodge the application in electronic format, please visit the council website and follow the guidelines described.If you choose to lodge the application in paper form, you must provide only one paper copy of all the supporting documentation. A scanning fee will apply for applications lodged in paper form.	<p>The information provided may contain personal information as defined under the Privacy and Personal Information Protection Act 1998 (NSW).</p> <p>The purpose of collecting this information is to enable Council to consider matters under related legislation, issue related documentation where required and other associated matters as provided by law and will be utilised by Council officers in assessing the application and other associated activities. The information may also be made available to other persons in accordance with the relevant Acts and regulations, such as the Government Information (Public Access) Act 2009 (NSW) and will be stored in Council's record system.</p>

PART A

APPLICANT DETAILS

Name	<input type="text"/>		
Company	<input type="text"/>	Position	<input type="text"/>
Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Email	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>

I hereby make application to Council for a release, variation or modification of a restriction on the use of land or positive covenant, described in Part C below. I understand that if the information submitted is incomplete, the application may be delayed, rejected or more information may be requested.

Name	<input type="text"/>	Position	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

PART B

I request confirmation on physical commencement on the following property

Address	<input type="text"/>		
Lot No	<input type="text"/>	DP	<input type="text"/>
DA No	<input type="text"/>		

PART C

DESCRIPTION OF PHYSICAL COMMENCEMENT

Include all works undertaken as part of the development application which are to be reviewed as part of the physical commencement request.

Information provided with this request

☐ Survey plan ☐ Photo of works ☐ Construction Certificate ☐ Other (provide full details below)

EXPECTED TIMEFRAME AND FEES

10 business days (for general information on and written advice on physical commencement for development approvals).

This work incurs a charge in accordance with Port Stephens Schedule of Fees and Charges (in place as at date that payment falls). Fees are charged at an hourly rate with a minimum of 3 hours of work. Payment of the advice must occur prior to the review and preparation of advice.

PRIVACY

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

Purpose: The purpose of this form is to enable Council to record the matter raised and taken appropriate action.

Intended recipients: Council employees, contractors and other third parties where appropriate.

Supply: Voluntary.

Consequence of Non Provision: Council may not take action on the matter raised.

Storage and security: This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

Access: Please contact Council on 02 4988 0255 to enquire how you can access information.