

CHECKLIST

DEVELOPMENT APPLICATIONS

LODGEMENT OF APPLICATIONS:

APPLICATION SIGNATURES	<p>All names of owners (registered proprietors) on the Certificate/s of Title of the lots to be clearly shown on the form 1 application.</p> <p>All registered proprietors on the Certificate/s of title/s are required to sign application form. Company ownerships must be signed by:</p> <p>1 director of the company, accompanied by the company seal, <i>or</i></p> <p>2 directors of the company, <i>or</i></p> <p>1 director and 1 secretary of the company, <i>or</i></p> <p>1 director if a sole proprietorship company.</p> <p>Print or type full names and positions of company signatories underneath the signatures, ie: _____ or _____</p> <p>John F. Smith - Director Smith Pty. Ltd (A.C.N. xxxxxxxxxx)</p> <p>John F. Smith - Sole Director Smith Pty. Ltd (A.C.N. xxxxxxxxxx)</p>
CERTIFICATE OF TITLE	Ensure that the Certificate of Title is current and provide a copy.
CHANGE OF NAME	Applications made by either private owners or companies who have changed names to that depicted on the Certificate of Title, must provide supporting documentation showing the change of name.
CONTACTS	Please provide a contact name, phone & fax number or e-mail address, in the event more information is required.

<p>CONTRACTS OF SALE</p>	<p>Applications made by prospective purchasers under contract of sale must be accompanied by :</p> <p>1) a letter of consent made by the owners of the property giving the purchaser approval to make the application; or</p> <p>2) a copy of the DOLA transfer lodgement receipt, showing registration of transfer documents.</p> <p>Contracts of sale or offers and acceptances are not adequate, unless the Contract contains an express provision of consent by the Vendor to the subdivision application proposed.</p>
<p>DECEASED ESTATES</p>	<p>The executor(s) of a deceased estate must provide evidence of grant of probate.</p>
<p>DELEGATED AUTHORITY</p>	<p>Applicants signing on behalf of owners must produce a letter of authority signed by the registered proprietor(s) listed on the Certificate of Title, in the case of individuals or in the case of a company executed in the same manner as demonstrated above and preferably on letterhead paper.</p>
<p>FAXED DOCUMENTS</p>	<p>Faxed or e-mailed applications or documents are acceptable, however must be signed by the registered proprietor(s).</p>
<p>GOVERNMENT AGENCIES</p>	<p>Applications made by a Government Agency must be signed by an "authorised officer" of that Agency, clearly stating his/her full name and position held.</p> <p>An "authorised officer" of the Department of Land Administration must sign applications made on Crown Land.</p> <p>Where the Crown Land has been vested in a local/government authority, an "authorised officer" of that authority can sign the application form, stating his/her full name and position held.</p>