



# Modification Application

## Lake Macquarie City Council

Telephone: 02 4921 0333

Email: [council@lakemac.nsw.gov.au](mailto:council@lakemac.nsw.gov.au)

Website: [www.lakemac.com.au](http://www.lakemac.com.au)

## Lodgement Options

Mail: Box 1906, Hunter Region Mail Centre, NSW 2310

In person: Customer Service Centre at 126 - 138 Main Road, Speers Point

## NOTES

1. You must include all information requested on this form, as it applies to your application. Incorrect or incomplete details may lead to delays in processing your application.
2. Council's Customer Service Centre can assist you with any enquiries you have about completing your application.
3. At the time of lodgement, Council will calculate application fees payable. Contact Council's Customer Service Centre if you require a fee quotation.
4. Council's Privacy Management Plan is available on the City's website [www.lakemac.com.au](http://www.lakemac.com.au).
5. Third parties may request access to, and copies of, the information held by Council relating to this application, in accordance with section 12 of the Local Government Act 1993, GIPA, and/or the Environmental Planning and Assessment Act 1979.
6. An image of this form, and any related documentation, will be publicly available on the City's website [www.lakemac.com.au](http://www.lakemac.com.au).
7. You can track the progress of your application – log on to [www.lakemac.com.au/onlineservices](http://www.lakemac.com.au/onlineservices).
8. The Lake Macquarie Local Environmental Plan 2014, and the development Control Plan 2014 available at [www.lakemac.com.au](http://www.lakemac.com.au).
9. Entry onto Land: You are advised that access to your property may be required by Authorised Officers of Council in order for them to process your application and determine compliance with any consent that may be issued. By the submission of this application or by authorising its submission by another person/s it is assumed you are giving approval of entry to your premises to Council staff. Access may be made in your absence. Should access be required, staff may make contact with you beforehand to make the necessary arrangements. See Section 118 of the Environmental Planning & Assessment Act for further details.

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## TYPE OF APPLICATION

Indicate which type of application you are making. You can only select one of the following boxes.

Development Consent. (Environmental Planning and Assessment Act 1979, Section 4.55)

Section 4.55 (1)- is to correct a minor error, misdescription or miscalculation

Section 4.55 (1A) - Modifications involving minimal environmental impact

Section 4.55 (2) - Other modifications

Section 4.56 - Modification by consent authorities of consents granted by the Court.

Application No:

Date of Determination:

Construction Certificate (EP&A Reg 2000, Clause 148)

Application No:

Date of Determination:

Complying Development Certificate (EP&A ACT 1979 Sec 4.30)

Application No:

Date of Determination:

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## DESCRIPTION OF MODIFICATION

Give details of the manner and extent of the proposed modification (provide evidence that the modification does not substantially alter the development). Plans should be attached where appropriate and any other supporting material.

# MODIFICATION

Demonstrate how the modification is substantially the same development.

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## LAND TO BE DEVELOPED

Please ensure that land to be developed is described accurately and in full

House no(s) Street(s) Suburb Lot(s) Section(s) DP(s)/SP(s)

Have you discussed your development proposal with a council officer(s)?

Yes, name of officer(s)

No

## APPLICANT DETAILS

### DEVELOPMENT APPLICATION

Name(s)

Company name (if applicable)

Company ACN

Position in company (e.g. director)

Postal address

Street

Suburb

State

Postcode

*the following information will assist council should an officer need to contact the applicant promptly about your application. This information is not mandatory.*

Name of contact person for application:

Daytime phone

Mobile

Email

### PREFERRED CONTACT METHOD

Mail

email (see note below)

I undertake to ensure that I advise Lake Macquarie City Council of any changes to my mailing/email address to ensure that all such correspondence is delivered to me without delay.

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# CONSTRUCTION CERTIFICATE / COMPLYING DEVELOPMENT CERTIFICATE

**NOTE: The applicant must be the property owner or a person authorised by the owner to lodge the application.**

A building contractor cannot be the applicant unless the contractor is the owner of the property.

Name(s)

Company name (if applicable)

Company ACN

Position in company (e.g. director)

Postal address

Street

Suburb

State

Postcode

*The following information will assist council should an officer need to contact the applicant promptly about your application.  
This information is not mandatory.*

Name of contact person for application:

Daytime phone

Mobile

Email

## PREFERRED CONTACT METHOD

Mail

email (see note below)

I undertake to ensure that I advise Lake Macquarie City Council of any changes to my mailing/email address to ensure that all such correspondence is delivered to me without delay.

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## OWNER DETAILS

Same as applicant details. (If not please fill in below)

Name(s)

Company name (if applicable)

Company ACN

Position in company (e.g. director)

Postal address

House no.

Street

Suburb

State

Postcode

*The following information will assist council should an officer need to contact the owner promptly about your application.  
This information is not mandatory.*

Daytime phone

Mobile

Fax

Email

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## SECTION 68 LOCAL GOVERNMENT ACT 1993 APPROVALS

*This question only applies to development applications.*

Does the modification seek to modify any Section 68 Approvals?                      Yes                      No

*Section 68 of the Local Government Act (LGA) 1993 identifies activities that require the approval of the council.*

*Section 4.12 of the Environmental Planning and Assessment (EP&A) Act identifies the activities under section 68 of the LGA 1993 that a person may apply for approval, in the same application for development consent.*

### **Part A - Structures or places of public entertainment**

Install a manufactured home, moveable dwelling or associated structure on land

### **Part B - Water supply, sewerage and stormwater drainage work**

Carry out stormwater drainage work

### **Part C - Management of waste**

For fee or reward, transport waste over or under a public place

Place waste in a public place

Place a waste storage container in a public place

Dispose of waste into a sewer of the council

Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility

### **Part E - Public roads**

Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway

### **Part F - Other activities**

Operate a public car park

Operate a caravan park or camping ground

Operate a manufactured home estate

Install a domestic oil or solid fuel heating appliance, other than a portable appliance

Install or operate amusement devices

Carry out an activity prescribed by the regulations under the LGA 1993 or an activity of a class or description prescribed by the regulations

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## STATISTICAL DATA

The following questions apply to applications for modification of Construction Certificates and Complying Development Certificates Information is required for providing data to the Australian Bureau of Statistics and assists Council officers with the assessment of your application.

### Materials

Mark applicable boxes with a tick.

Walls	Roof	Floor
Aluminium	Aluminium	Concrete, Stone or Slate
Brick, Double	Concrete, Stone or Slate	Timber
Brick Veneer	Fibre Cement	Other
Concrete, Stone or Slate	Steel	<b>Frame</b>
Curtain Glass	Tiles	Aluminium
Fibre Cement	Other	Steel
Steel		Timber
Timber		Other
Other		

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## DIGITAL REQUIREMENTS

From 1 May 2014, all Development Applications must be accompanied by an electronic copy of all documentation (including written documents).

Electronic information is to be flattened (no layers), without security/protection and formatted in pdf format, and submitted on a (non-returnable) USB.

A separate USB is to be used for each application.

The filename should be a short title describing the plan or document. For example:

- Site Plan – 126 Main Road Speers Point
- Internal Floor Plan Layout – 126 Main Road Speers Point
- Elevations – 126 Main Road Speers Point
- Statement of Environmental Effects – 126 Main Road Speers Point

Please Note: Internal floor layouts for residential dwellings need to be a separate file.

**The USB stick, CD or DVD contains files, which are named correctly and are a true copy of all plans and associated documents submitted with this application.**

Yes

No

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# AUTHORISATIONS

## PROPERTY OWNER(S)

I/we consent to the applicant identified on this form, to lodge this application with Lake Macquarie City Council (LMCC).  
I/we consent to authorised officers of LMCC to access my/our property in order for them to process this application and determine compliance with any consent that the Council may issue. Access to my/our Property may occur in my/our absence.

**To ensure transparency in Council's decision making process and to avoid potential conflicts of interest owners and applicants are to make a declaration as to whether they are a Council employee or Councillor or are related to a Council employee or Councillor.**

I am/we are an employee/Councillor or relative of an employee/Councillor of Lake Macquarie City Council YES NO

If yes, state relationship

**Property Owners Name(s)**  
*(please print)*

**Signature(s)**

**Date**

***All registered property owners of the land must sign. In the case of a Company, the consent of the authorised person must be provided on letterhead. If the property is part of a strata plan, it is the responsibility of the property owner to seek advice or approval from the strata management group prior to commencing works.***

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## APPLICANT(S)

I/we have read the notes and instructions provided on this form, and the accompanying checklist, and have included all the requested information as it applies to this application. I/we have attached the completed checklist to this form.

I understand that if incomplete, the application may be delayed, rejected or returned.

**To ensure transparency in Council's decision making process and to avoid potential conflicts of interest, owners and applicants are to make a declaration as to whether they are a Council employee or Councillor or are related to a Council employee or Councillor.**

I am/we are an employee/Councillor or relative of an employee/Councillor of Lake Macquarie City Council YES NO

If yes, state relationship

**Applicant Name(s)**  
*(please print)*

**Signature(s)**

**Date**

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## DISCLOSURE OF POLITICAL DONATIONS OR GIFTS

Have you, or the organisation you represent, made any reportable political donations or gifts (see Note) within the 2 years prior to this application?

Yes (Please complete a Disclosure Statement of Political Donations or Gifts where Council is the Approval Authority and include it with this application.) No

**Please Note:** For further information on Disclosure of Political Donations or Gifts goto [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au) and search for Political Donations. To obtain a copy of the Disclosure Statement of Political Donations or Gifts where Council is the Approval Authority contact Council's Customer Service Centre or download it from the website [www.lakemac.com.au](http://www.lakemac.com.au) and search for Political Donations.