

1. APPLICANT DETAILS

Applicant/Owner:			
Contact Name:		Position:	
Address:		ABN:	
		Mobile:	
Email:		Phone:	

2. APPLICATION DETAILS

Description of Works:	
Location of Proposed Works:	
Site Plan (Please note that is this is not received your application will not proceed):	
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3. GENERAL CONDITIONS OF AUTHORISATION

1. All requests will be assessed in accordance with Council's Project Works Policy.
2. The lodging of this request is in no way binding to Council.
3. The full cost of the work will be calculated and invoiced upon completion of the work requested in the application form.
4. Work carried out on a weekend or a rostered day off will be charged at appropriate overtime rates. Labour and plant charged in 1 hour increments if less than one hour. Minimum Charge is costed at \$150.00.
5. All invoices will be issued to the applicant unless otherwise instructed by the owner.
6. Owners consent is required in writing prior to the application being considered.
7. Additional information may be requested to support the application and will be requested from the applicant.

DECLARATION

In making this application, I/we agree to be bound to the conditions of the Authorisation and declare that the particulars provided by me/us with regard to the proposed alteration are true and accurate

Name (Print):	Email:
Signature:	Date:

FOR OFFICE USE ONLY

Council Authorisation

Application Approved:	Yes <input type="checkbox"/> No <input type="checkbox"/>
By (Print Name):	Date:
Position:	Signature:

