

NOTICE OF INTENTION / ORDER – REPRESENTATION REQUEST



Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the legislation. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council by telephoning 4677 1100.

About this Form

Complete this form when seeking to make representations to appeal against, or modify the terms of, the proposed Order, or when requesting an extension of time to comply with the Order. This form should be completed by the recipient of the Notice, or the person entitled to act on their behalf.

How to Complete this Form

- 1 All fields on this form must be completed unless otherwise indicated.
- 2 Ensure a copy of any supporting documentation referred to in Section 5 is submitted with this form.
- 3 Once completed you can submit this form and associated documentation to Council. Please refer to Section 9 for lodgement details.
- 4 See top left corner of Council's Notice of Intention / Order for the "REFERENCE NO" number.

REFERENCE NO:

SECTION 1 IDENTIFICATION OF PROPERTY or BUILDING

Address Number		Street	
Suburb		Building Name (if applicable)	
Lot Number (if known)		DP/ SP (if known)	
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Mixed Building Use
<input type="checkbox"/> Other (give description)			

SECTION 2 DETAILS OF PERSON MAKING REPRESENTATION

First Name		Family Name	
Company Name (if applicable)			
Postal Address		Suburb	
Home Number		Mobile Number	
Business Number		Email Address	

SECTION 3 NATURE OF REQUEST

Please tick appropriate box

- Appeal against the issue of the proposed Order
- To vary the terms of the proposed Order as stated in the Notice of Intention
- To seek an extension of time to comply with the Order

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SECTION 4 EXPLAIN THE REASONS FOR YOUR REQUEST

Please explain below the reasons and justification for your representations:

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SECTION 5 LIST OF ATTACHMENTS (Submitted with this Form)

Please identify below documents attached to this form to support your submission:

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SECTION 6 EXTENSION REQUEST – Complete Sections 6 and 7 if requesting to modify time to complete work


For each numbered item on the Notice / Order identify the schedule of works and the proposed completion date. If some items are already completed please note this under the description column.

Item No. of Order	Description of actions taken to complete work	Proposed Completion Date

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SECTION 7 RISK MANAGEMENT (Strategy for mitigating in any potential risks until work is complete)?

I advise that a risk assessment has been undertaken and until all necessary works have been completed a management strategy has been implemented to mitigate the identified potential risks to people's health and safety

Name	Signature 
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SECTION 8 DECLARATION

I declare that the information contained in this statement is, to the best of my knowledge and belief, true and accurate.

Name (Please print clearly)	Company Name (if applicable)
Signature 	Date

SECTION 9 LODGEMENT DETAILS

You can lodge this form by:

Mail: Chief Executive Officer
Wollondilly Shire Council
PO Box 21
PICKTON NSW 2571

Fax: (02) 4677 2339

Email: council@wollondilly.nsw.gov.au

In Person: 62-64 Menangle Street Picton Monday – Friday 8:30am – 5:00pm

SECTION 10 GENERAL ENQUIRIES

For general enquiries please contact Council on (02) 4677 1100 or by emailing council@wollondilly.nsw.gov.au