



Section 296 of the *Planning and Development Act 2007* states that a **lessee** may apply to the Planning and Land Authority for a certificate of compliance. In applying for the certificate, please ensure that all provisions of your Crown lease have been complied with. A copy of the certificate of occupancy and use **must** be provided at the time of lodgement of this application.

Lease Details *Please Print*

Block Section Suburb Unit No.

Street Address

Applicant Details *Please Print*

Surname First Name

Postal Address

Suburb State Postcode

Phone Number Business Hours Mobile

EMAIL ADDRESS

Lessee (Property Owners) Details *Please Print*

1st Lessee's Details

Surname First Name

Postal Address

Suburb State Postcode

Phone Number Business Hours Mobile

EMAIL ADDRESS

2nd Lessee's Details

Surname

First Name

Postal Address

Suburb

State

Postcode

Phone Number Business Hours

Mobile

EMAIL ADDRESS

Applicant and Lessee Declaration

I/we declare that all the information given on this form and its attachments is true and correct.

If signing on behalf of a company, organisation or Government agency:-

I/we the undersigned, declare I/we have the appropriate delegation or authority to sign on behalf of the company, organisation or Government agency.

Applicant Signature (s)

Date

1st Lessee's Signature

Date

2nd Lessee's Signature

Date

All lessees *must* sign authorising the lodgement of this application. In doing so the lessee gives authority to the applicant to negotiate any dealings in relation to the application through to its determination. *If there are more than two lessees please ensure that the details and authorisation are attached to the application.*

Privacy Notice

The personal information on this form is provided to Access Canberra to enable the processing of your application. The collection of personal information is authorised by the *Building Act 2004*. If all or some of the personal information is not collected Access Canberra cannot process your application. The personal information you provide may be disclosed to Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be disclosed where authorised by law or court order, or where the Directorate reasonably believes that the use or disclosure of the information is reasonably necessary for enforcement-related activities conducted by, or on behalf of, an enforcement body. Access Canberra's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by Access Canberra, and how you may complain about an alleged breach of the Territory Privacy Principles. Access Canberra Information Privacy Policy can be found at www.act.gov.au/accessCBR

Contact Details:

Access Canberra
Customer Coordination
GPO Box 158, Canberra City 2601
8 Darling Street Mitchell, ACT 2911
16 Challis Street Dickson ACT 2602
Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)
Phone: (02) 6207 1923 TTY: (02) 6207 2622
Email: epdcustomerservices@act.gov.au Website: www.act.gov.au/accesscbr

Office Use Only

Date lodged ----/----/----

C of O provided

Lessee Details Checked (TARQUIN)

Receiving officer: _____