

Planning Assessment Report

**For Rick Burns
55 Piddington Street, Watson ACT 2602
Completed on 23 November 2015**



Dear Rick,

Thank you for the opportunity to provide you a Planning Assessment Report for your property at **55 Piddington Street, Watson ACT 2602.**

The purpose of this report is to provide you with an assessment of the probability of obtaining a development approval for a secondary residence (granny flat) on your property (in the ACT).

We have addressed the planning considerations and requirements under the ***Building Act (2004)***, the ***Planning and Development Act (2007)***, the standard **AS4299** and the **Building Code of Australia**.

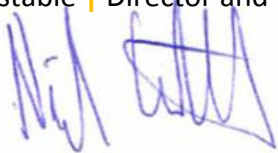
In this report we have provided:

- an overview of the relevant legislation that impacts on the design, planning, approval and construction of your secondary residence, based on our site inspection on **23/11/2015**;
- advice in the question and answer section which address elements we believe relate to your property, based on our experience with previous projects and customers;
- the likelihood of achieving Development Approval for a granny flat on your block. This is what we call the **Planning Assessment Conclusion**, which should be read in conjunction with the **Planning Assessment Considerations**; and
- examples of the plans we can create for you, should you wish to move to the next step in the planning and development process of your granny flat.

Thank you for taking the time to read this planning assessment report. We look forward to working for you in the future. Our details are on the front page if you wish to contact us.

Regards

Nick Constable | Director and Licensed Builder



Frank Walmsley | Director and Customer Service Manager



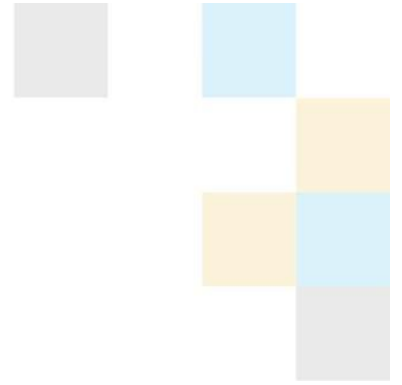
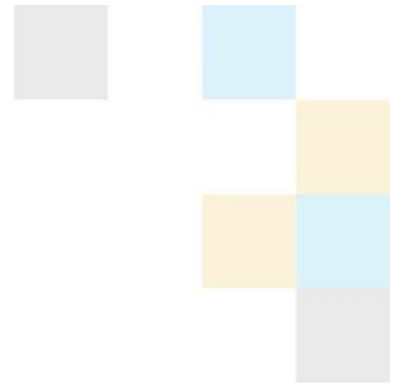


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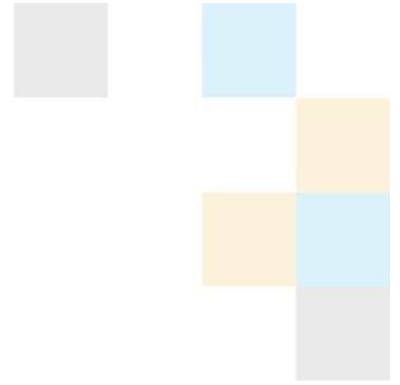
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Client Overview

Client	Rick Burns
Client Address	TBC
Project Address	55 Piddington Street, Watson ACT 2602
Client Objectives	<p>Rick and Chris would like to design and build a Secondary Residence (Granny Flat) on their existing investment property.</p> <p>The proposed new home will be positioned at the rear of the property toward the northeastern corner of the block.</p> <p>Features will include 2 bedrooms, 1 bathroom, 1 laundry and an open plan kitchen and living space.</p> <p>A key objective will be to include bedroom arrangements in the design to allow a main bedroom that is accessible for wheelchair access and is large enough to be a comfortable double bedroom with a built in wardrobe, as well as a second smaller bedroom that can be used as a study with the ability to have grandchildren stay with them for short periods.</p> <p>Wheel chair accessible bathroom, kitchen and living spaces are important, to avoid costly amendments in the future, as they grow older in the new small home.</p> <p>An accessible path of travel from an additional, allocated parking space to the new home needs to be considered when planning the project.</p> <p>Another objective is to include considerable north-facing glass for solar passive benefits as part of the sustainable new home.</p>
Property Type	Investment Property
Block Number	8
Section Number	27
Suburb/Division	Watson
Land Use Zone	RZ1: SUBURBAN
Block Size and Approval	715m ²

Block Type	Large block approved before 18 October 1993
Easements	<p>Sewer Easement Position – South-East boundary, approximately 2.5m wide</p> <p>Electrical Easement Position – South-East boundary, approximately 2.m wide</p>
Heritage	



Planning and Regulation Overview

Applicable Development Codes

The proposed development block would be classed as Single Dwelling Housing Development, located in a Residential Zone.

The key code associated with this proposed development block is the *Residential Zones Development Code* (Part A Residential Housing Development, primarily Elements 1, 5, 6: Single Dwelling Housing Development).

Plot Ratio

As your property is located in a residential zone, the plot ratio for your block type is up to a maximum of 50% as defined in the Single Dwelling Housing Development Code (Element 1: Building and Site Controls, Plot Ratio Single Dwelling Blocks).

Our initial assessment is that the coverage of your proposed building/s remains below the maximum plot ratio.

Applicable Boundary Setbacks

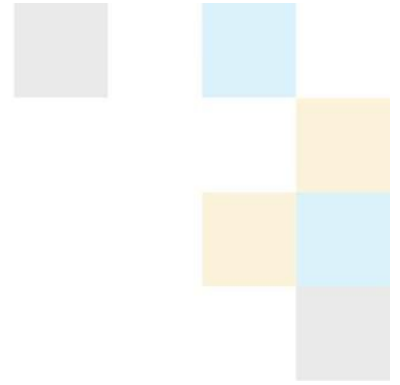
A setback is the distance in which a building or other structure is set back from a street, road, or any other place deemed to require a separation. In the ACT, residential zones require setbacks from the property boundary, referred to as 'front street setbacks', 'side setbacks' and 'rear setbacks'.

The size of the setback required will depend on the classification of the size and the approval date of the block. We have determined that your land is located on a 'Large Block' according to Element 13 of the Territory Plan.

Setbacks for the block are defined in Part C (1-2) of the Single Dwelling Housing Development Code:

- Element 1: Building and Site Controls:
 - 1.9 Front Boundary Setbacks;
 - 1.10 Front Street, Side and Rear Boundary Setbacks:
 - Front boundary to lower floor – 6m;
 - Front boundary to upper floor – 6m;
 - Side boundary 1 to lower floor – 3m;
 - Side boundary 1 to upper floor – 6m;
 - Side Boundary 2 to lower floor – 1.5m;
 - Side boundary 2 to upper floor – 6m;
 - Rear Boundary to lower floor – 3m; and
 - Rear boundary to upper floor – 6m.

The side boundary to a garage with a wall length of less than 8m can be 0mm or 900mm.



Building Within a Boundary Setback

If the final design which will be lodged for approval encroaches into the setbacks, we will provide for the encroachment as a consideration in the development approval application. It will be required to meet the criteria set out in the *Single Dwelling Housing Development Code*.

Certain encroachments are permitted into front street setbacks, side setbacks and rear setbacks. The *Single Dwelling Housing Development Code* provides exceptions for common encroachments, which include roof overhang with a horizontal width under 600mm, gutters, downpipes, fascia, light fittings, and landings which are less than 1m above the finished ground level.

Easements

Service easements are subject to the *Utilities Act 2000*.

This Act allows the Authority which controls the asset to apply additional controls to protect the asset zone, as they require. Access needs to be maintained to easements and may be adjusted by the Authority.

We have included the easements which are currently available through the ACT Planning and Land Authority's (ACTPLA) online resources.

Easements have been identified using an aerial view of your property. Any changes to the easement conditions or positions are not readily available without further written application.

Access to easements can range from approximately 1.5m to 3.5m wide and up to approximately 2.7m high.

Precinct Codes

Part 10 of the Territory Plan provides a precinct code and precinct map for each suburb in the ACT. Precinct codes may require the development plans to meet additional restrictions, such as those concerning residential density or the building envelope.

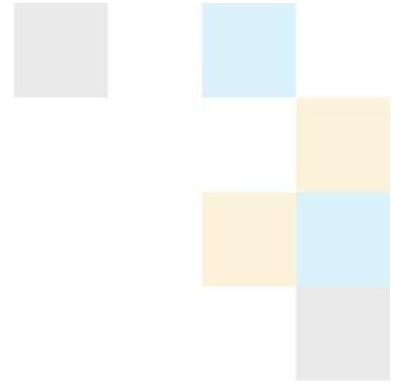
Heritage

The *Heritage Act 2004* applies to land containing places or objects registered or provisionally registered under section 41. This will require the development application to be referred to the Heritage Council, which would provide advice to ACTPLA before they determine the application.

In this case, no heritage conditions apply to the property as viewed on the ACT Heritage Register.

Bushfire Zoning

Certain blocks of land are identified in a precinct code or current and approved *lease and development conditions* as being within a bushfire prone area. If buildings are to be constructed in a bushfire zone area, they must conform to the specified bushfire construction level of *Australian Standard AS 3959 - Construction of buildings in bushfire prone areas*.



Existing Residence Car Parking

The existing dwelling is required to provide car spaces in compliance with the *Single Dwelling Housing Development Code* (Element 4: Parking and Site Amenities, 4.3 Parking).

Element 4 of the code outlines the parking rules that apply to all residential blocks, even blocks without secondary residences. These requirements include:

- two car parking spaces must be provided on the site;
- driveway and kerb-crossing requirements;
- car parks are not permitted in the front zone and are not permitted on verges; and
- sightlines for off-street parking as defined in *Australian Standard AS2890.1 - Parking facilities*.

Consideration needs to be given to the total quantity of car parking spaces provided for both the existing and new secondary residence.

Secondary Residence Car Parking

At least 1 additional car parking space is required for a secondary residence that is not included in the front zone of the property as defined in the *Residential Zones Development Code* (Element 4 Secondary Residences, 4.3 Parking).

Car parking on the block will be adequate for current and future residents and visitors.

Car parking and related access on the block achieve all of the following:

- reasonable amenity of neighboring *residential* blocks;
- consistency with the value of the *streetscape*;
- public safety especially in relation to pedestrians and cyclists; and
- reasonable surveillance of parking spaces.

How Parking will be Assessed

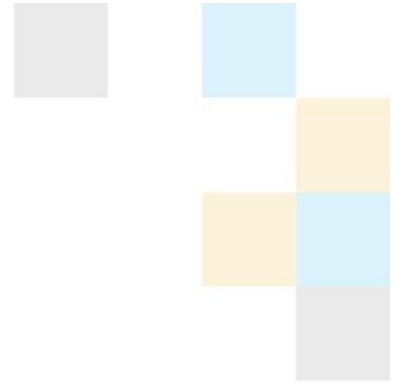
At least one parking space is provided in addition to that required for the primary residence. The additional parking space will be required to be located behind the front of the building line. The front of the building line will be adjusted by the addition of the secondary residence.

Private Open Space

The minimum private open space requirement can be achieved for the development as defined in the *Single Dwelling Housing Development Code* (Element 5: Amenity, 5.2 Private Open Space)

For *large blocks*, private open space complies with the following:

- a minimum area equal to 60% of the block area, less 50m²; and
- a minimum dimension of 6m for an area not less than 10% of the block.



The criteria that private open space provides residential amenity on the subject site and protects the residential amenity of adjoining sites needs to be met by achieving all of the following:

- limits site coverage of buildings and vehicle parking and maneuvering areas;
- provides space for planting;
- facilitates on-site infiltration of storm water run-off; and
- provides outdoor areas that are readily accessible by residents for a range of uses and activities.

Tree Protection

Certain trees are defined as protected, registered or regulated trees under the *Tree Protection Act 2005*. If development requires groundwork within the tree protection zone of a protected tree, then the development approval must be referred to the Conservator of Flora and Fauna. ACTPLA must consider the advice of the Conservator under the *Planning and Development Act 2007*.

Separation of Elements

Under the *Single Dwelling Housing Development Code*, certain elements of the secondary residence need to be separated by a required distance. For example:

- unscreened elements need to be separated from external walls by at least 3m; and
- external walls need to be separated from other external walls by at least 1m.

Water Sensitive Urban Design

Under Element 6 of the *Single Dwelling Housing Development Code*, the block needs to be able to meet the water requirements under Rule 43. Two options are provided for each size block. One of these options must be met by the design of the granny flat. This block is classified as a 'Large Block'.

Option A

For Large Blocks < 800m²:

- a) minimum on site water storage of water from roof harvesting is 4,000 litres; and/or
- b) 50% or 100m² of roof plan area, whichever is the lesser, is connected to the tank and the tank is connected to at least a toilet, laundry cold water and all external taps.

For Large Blocks > 800m²

- a) minimum on site water storage of water from roof harvesting is 5,000 litres; and/or
- b) 50% or 125m² of roof plan area, whichever is the lesser, is connected to the tank and the tank is connected to at least a toilet, laundry cold water and all external taps.

Option B for all sized blocks

A greywater system which captures all bathroom and laundry greywater and treats it to Class A standard can be provided. The treated greywater is connected to all laundry cold water, toilet flushing and all external taps.

The additional roof plan area provided by the granny flat can be designed in a way to meet one of these options.

Existing infrastructure on the block can also be considered.

Evidence is provided that the development achieves a minimum 40% reduction in mains water consumption compared to an equivalent development constructed in 2003, using the ACTPLA on-line assessment tool or another tool. The 40% target is met without any reliance on landscaping measures to reduce consumption.

Planning Assessment Conclusion for your Property

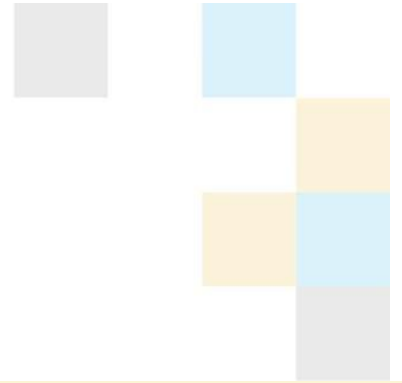
At this point in time, it is our conclusion that there is a 95% probability of building a compliant Secondary Residence featuring 2 bedrooms, 1 accessible bathroom, 1 laundry and open plan living areas including a fully equipped kitchen, designed and built with practical access and sustainable features, provided that we manage the entire process, taking into account the considerations outlined below.

This is based on the legislation in-force at this time.

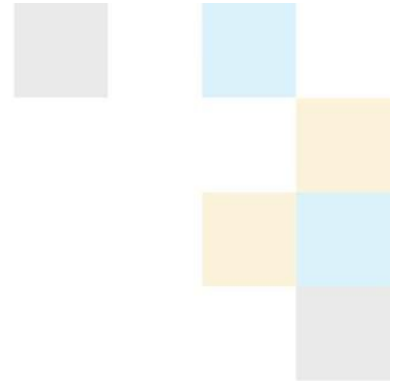
Planning Assessment Considerations to be taken into Account

The following considerations are noted to help meet your desired budget and outcome as well as comply with the planning and approval requirements.

- An accessible path of travel to the essential features including a bathroom, kitchen, bedroom and living spaces of the proposed Secondary Residence, from a complying allocated parking space.
- Adequate turning circles and access within the essential features of the proposed Secondary Residence.
- Designing or providing the ability to provide in the future a complying undercover roof at the entry of the proposed Secondary Residence.
- Providing at least 1 additional parking space behind the front of the building line with the ability to provide a future accessible path of travel to the new Secondary Residence.
- Building within a side or rear setback to achieve the objectives of the project, considering the criteria including, solar access, privacy, separation and amenity of neighbouring blocks when planning to build within a side or rear setback.
- Moving the existing overhead phone/telecommunications line to a new position or to an underground service
- Removal of existing trees or landscaping to provide space for the proposed new building.
- Inclusion of a water tank as required when planning and building a Secondary Residence, positioned effectively to maintain space on the property for the proposed project.
- Access and protection of easements needs to be maintained and may be adjusted by the authority in control of the easement as required by way of the Utilities Act 2000.



- Easements on the block have been included as currently shown on available online databases.
- Additional easements may be present on the block that may be available through further investigation.
- Providing access to an easement through a side or rear fence/gate, complying with the requirements of access to easements.



Next Steps

Now that we have confirmation that you can build a secondary residence, the steps taken next are set out below.

Step 1: Concept plans, design options and project budget

During this process you will meet and work with our in-house designer/draftsman to create a concept design for your proposed granny flat.

We will take into account your stated objectives and any planning considerations identified.

At the conclusion of this process, you will have a set of the following:

- floorplans with dimensions;
- a rendered snapshot with a concept of what your design will look like when completed; and
- elevation plans.

Please refer to the examples provided at Attachment B.

Once you have agreed on the plans, we will provide you with a budget to deliver the project.

The total budget will include the planning and development costs, the cost to develop the plans and drawings, the connection of services, and the total build price. We call this the turnkey price and it means there are no hidden fees and charges.

The average/expected duration of this process is up to 4 weeks.

The average investment for this process is \$1500 to \$2000 depending on complexity.

In the event you do not proceed with building with Canberra Granny Flat Builders you will be able to use those plans with an alternative builder if you choose. We will also have ownership of the plans for future use.

The documentation produced in this stage will be sufficient to support a finance application.

Step 2: Review, confirmation and agreement

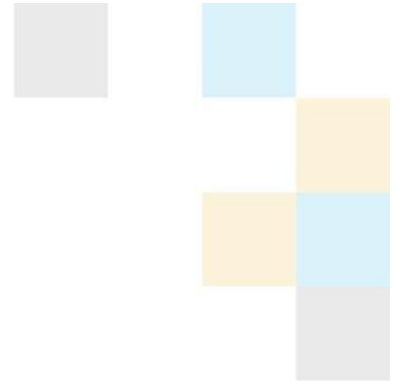
As a result of Step 1 you will have a concept floorplan and render style of your building and you will also have received the turnkey budget for the delivery of your project.

During this process, you can consider altering the floorplan and design concept if you choose, and we will continue working with you to settle on your final concept design and floorplan advising you throughout this process of the development approval implications.

Once you have settled on the final design, style and range of inclusions (these can be changed subject to agreement) we will enter into a HIA* building agreement which will outline the timelines and deliverables.

The HIA contract will include the final price, which only be subject to change if you wish to alter the project or add something during the project construction.

*Housing Industry Association



Step 3: Development approval and selection of final inclusions

In this process our planning manager will initiate and coordinate the development application for the project. The development application is managed in-house with the support of an external specialist.

The duration of the development approval process is 8 to 14 weeks based on the complexity of the development application. The average approval process is 10.5 weeks.

During this process we will finalise the selection of your inclusions.

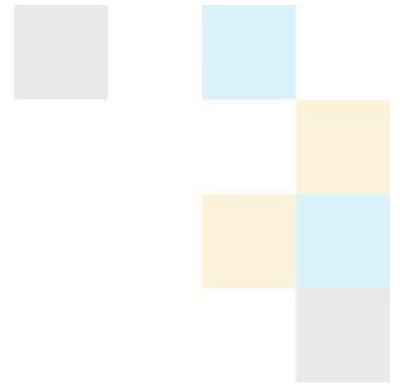
Condition: In the event the development application is unsuccessful because of law changes or departmental decision-making, only the investment of the planning process will apply as per the HIA agreement.

Please note we would only undertake a development application if we believed it had a greater than 90% likelihood of approval.

Step 4: Construction and delivery

As soon as the development application has been approved we will commence the construction of your project.

The duration to build and deliver the project is 10 to 14 weeks. The average duration is 12.5 weeks.



Attachment A: Questions and Answers

What is a secondary residence?

Commonly known as a granny flat, a secondary residency in the ACT is a self-contained residential structure built on a block of land which is in addition to an existing residence.

The legislation provides that a secondary residence can be rented separately to an existing residence. This means that separate electrical, water and gas metering can be achieved on the majority of secondary residences.

What size can a secondary residence be?

A secondary residence should have a minimum size of 40m² floor area up to a maximum of 90m² floor area.

In addition to your granny flat, you can build additional structures such as garages, carports, alfresco areas and pergolas. These additional structures do not count towards the total gross floor area of the secondary residence; however considerations may need to be taken account as it relates the total plot ratio allowable on your block.

What is the minimum block size you can build a secondary residence on?

A secondary residence can be considered on a minimum block size of 500m².

Do you require development approval to build a secondary residence?

Yes. Development approval application must be submitted to gain approval to build a secondary residence.

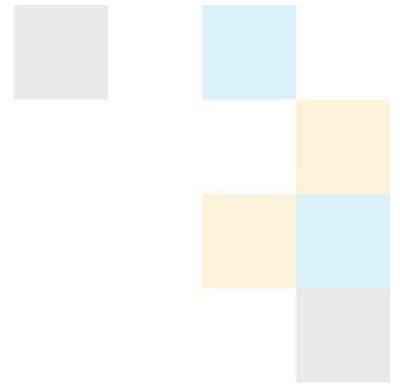
Development approvals are submitted to and assessed by the ACT Planning and Land Authority (ACTPLA).

A development approval application may be subject to meet the criteria set out in the following legislation and standards:

- *Building Act 2004;*
- *Heritage Act 2004;*
- *Planning and Development Act 2007;*
- *Planning and Development Regulation 2008;*
- *Utilities Act 2000;* and
- *Australian Standard AS 4299 Adaptable Housing.*

Once development approval is granted we also need to obtain building approval?

Yes. Once we have secured development approval we will need to complete building approval through a private building certifier.



What does adaptable housing mean and how does it relate to our secondary residence?

Secondary residences are to be designed to be easily adaptable to meet the needs of people with a disability. This means that the dwelling should be designed to easily meet the *Australian Standard AS 4299 (Adaptable Housing)*.

What building classification will the secondary residence need to be?

Secondary residences are classified as a Class 1a building. This is clearly defined in the Building Code of Australia. Structures like decks, garages, carports, stairs or ramps are classed as 10a buildings.

How many bedrooms can a granny flat have?

Canberra Granny Flats generally build secondary residences which have one to three bedrooms, with one to two bathrooms, a number of living spaces and a kitchen and laundry.

Will a granny flat in my backyard increase my rates or land tax?

No (under the legislation in-force at this time).

Can a granny flat be rented?

Yes, if all the correct planning approvals are obtained. These approvals are required for insurance purposes as well.

Does Canberra Granny Flats manage the process to completion?

Yes. We manage every aspect of the build until it's ready to be occupied. Our turnkey guarantee means that we take full ownership and accountability from start to finish.

How much will a granny flat cost me?

It depends on the design and function (that is, whether it has a kitchen, number of bathrooms etc).

Do you offer flexibility in the granny flat designs?

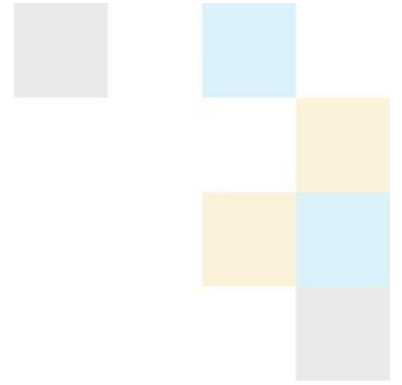
Yes. There are two options. We have created a range of designs you can choose from or we provide a custom-design service to suit your needs.

Do I get to choose the inclusions in my granny flat?

Yes, if you wish to. We also offer a concierge service, for a fee, where one of our team will meet you at the retail supplier, record your choices and provide to our construction team.

Are the granny flats built on-site or are they pre-fabricated in a factory?

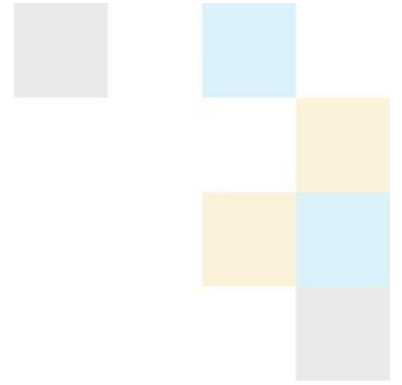
We build the granny flats on-site with locally based and licensed tradesmen, and ensure compliance with the applicable ACT laws.



Attachment B: Example Diagrams

Arial View of the Project Block

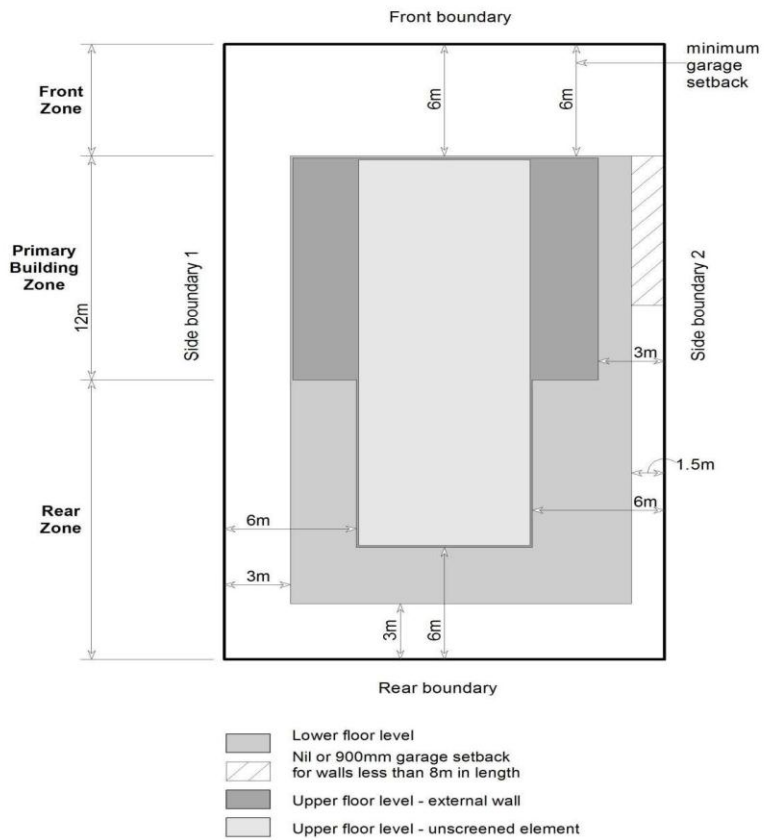


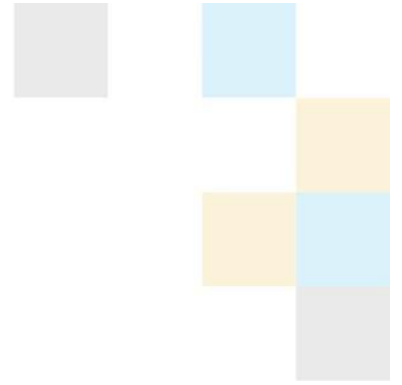


Large Block Boundary Setback Diagram

Appendix 1 – Boundary setback diagrams

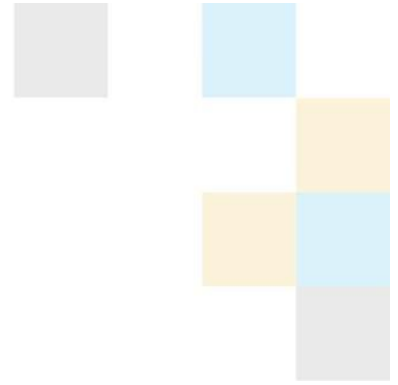
Diagram 1: Large blocks approved before 18 October 1993
(refer Tables 2A and 5)



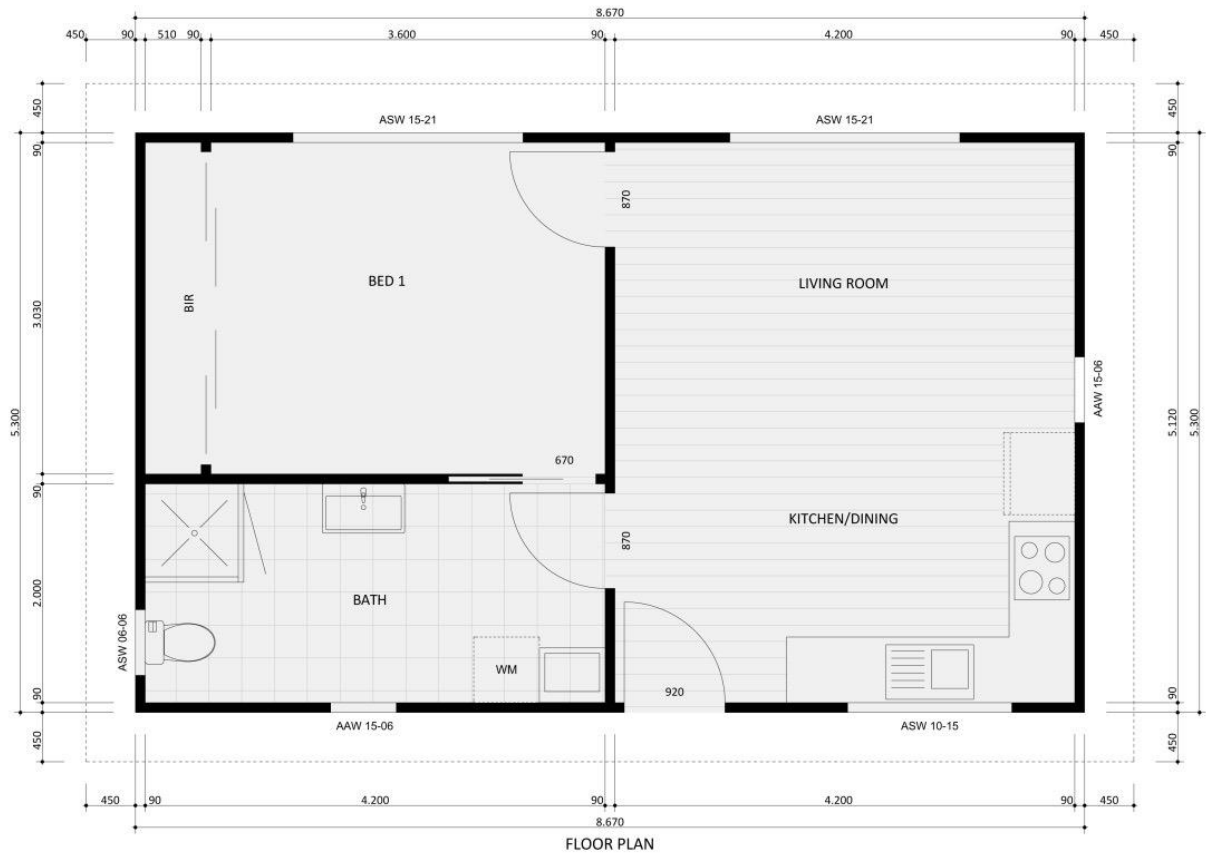


Example of Concept Render



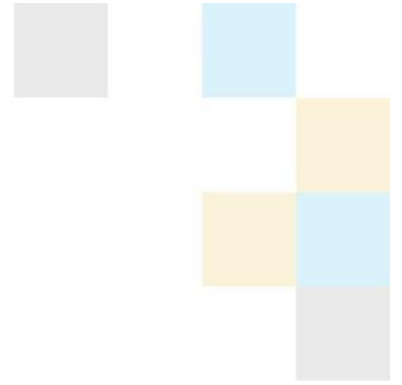


Example Dimension Floorplan



FLOOR PLAN





Example Elevations

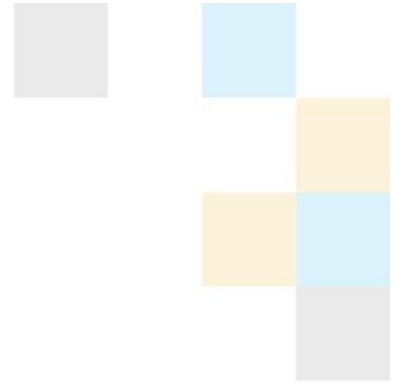
ELEVATION 01

ELEVATION 03

ELEVATION 02

ELEVATION 04

	<p>DESIGN 101</p>	<p>ELEVATION</p>	<p>Gross Floor Area 46m2</p>	
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Attachment C: What Our Customers Say

We used Canberra Granny Flat Builders to build a granny flat for my parents. Our relationship with them was one of dealing with competent, professional and friendly staff who co-operated fully to make our building project a painless experience. Our main contact Nick Constable was always responsive to my numerous questions and at no time made me feel that I was a nuisance or asked silly questions. The project was finished on time and budget and my parents and I could not be happier. I have no hesitation in recommending this company to anyone building a granny flat.

Billie McApline, Theodore ACT – December 2014

We are very happy with the service provided, including the follow-up service, and quality of the work. The work looks great and we would not hesitate in recommending you to anyone looking for a builder who delivers high quality work and value for money.

Ian and Gemma Searles, Evatt ACT - May 2013

Last year my we purchased a Kitome as a second dwelling on our property, and we appointed Nick Constable as our Project Manager and Builder.

Nick was an inspired choice. He arranged all the tedious paperwork/local government forms and procedures and explained them very clearly. As he is well acquainted with the 'red tape' requirements, all this was processed very efficiently and in a timely manner. This service alone was very valuable.

The team Nick appointed were well trained and worked well together. Deliveries arrived on time as stated by Nick and each step of the building was carried out within the timeframes stated.

One of the services provided was a written note to all the neighbours advising them that trucks and equipment would be visiting the site. This action was very well received.

All the tradesmen Nick appointed were excellent and were open to any extra requirements we had in relation to the building (extra electrical outlets, concreting, painting, plumbing) and provided very reasonable quotes for work not included in the original agreement. They all had a very good working relationship with Nick and spoke highly of his work ethic.

The building was completed within the timeframe, the craftsmanship in all aspects of the interior and exterior presentation and finishes is superb.

We have no reservations in recommending Nick Constable as a Builder and Manager. His attention to detail and customer service abilities are excellent.

We wish Nick and his team all the very best for future endeavours.

Rob and Mary Newark, Kambah ACT – May 2015

I was introduced to “Granny Flat Builders” through Kitome as being their preferred builder. From Day 1, Nick and his team were proactive with regard to government approvals, contract negotiations (pricing – no hidden costs was a bonus), scheduling and follow up work. The time from the first sod being turned to occupation was approximately 12 weeks. This was exceptional given the difficulty of the site access (steep driveway, trees and powerlines). Throughout the construction safety was paramount and we were appraised of all that was happening almost daily.

I would highly recommend Granny Flat Builders to anyone contemplating a 2nd dwelling/Granny flat.

Steve Young, MacGregor ACT – June 2015

I have recently utilised Turnkey Creations Pty Ltd to build a 2-bedroom fully-self-contained unit to the rear of my house. The work included a large area of concrete around the unit as well as in the driveway.

I can't fault the quality and finish of their work.

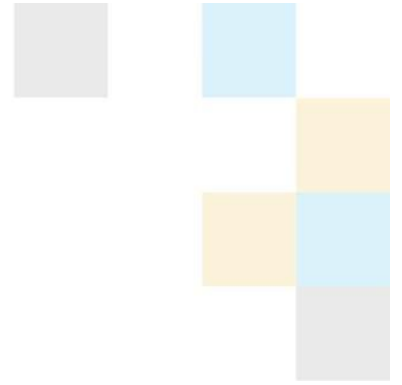
I have found the builder assigned to my project, Nick Constable, to be most courteous and prepared to listen when situations arose, as they generally do on a project such as this.

I have found some tradesmen have a tendency to dismiss lay people such as me with statements like, 'This is how it needs to be done', 'This is how we'll do it.' Or they'll just go ahead and apply their own solution.

Herman van de Brug, Kaleen ACT - March 2015

Our experience was great. Frank was very efficient with the quote and approval processes and kept us informed at all times.

The building site was left perfectly tidy every evening.



Great service from start to finish!

Lucy and Nick Kimpton, Spence ACT – May 2013

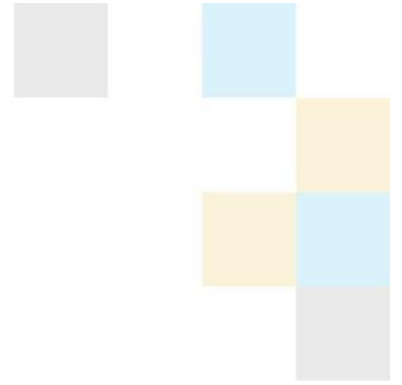
I was thoroughly impressed with my experience with your team. You acted timely both with information and consultation, worked within predicted timelines, were polite at all times... I couldn't fault the experience.

M Gillespie, Banks ACT – February 2013

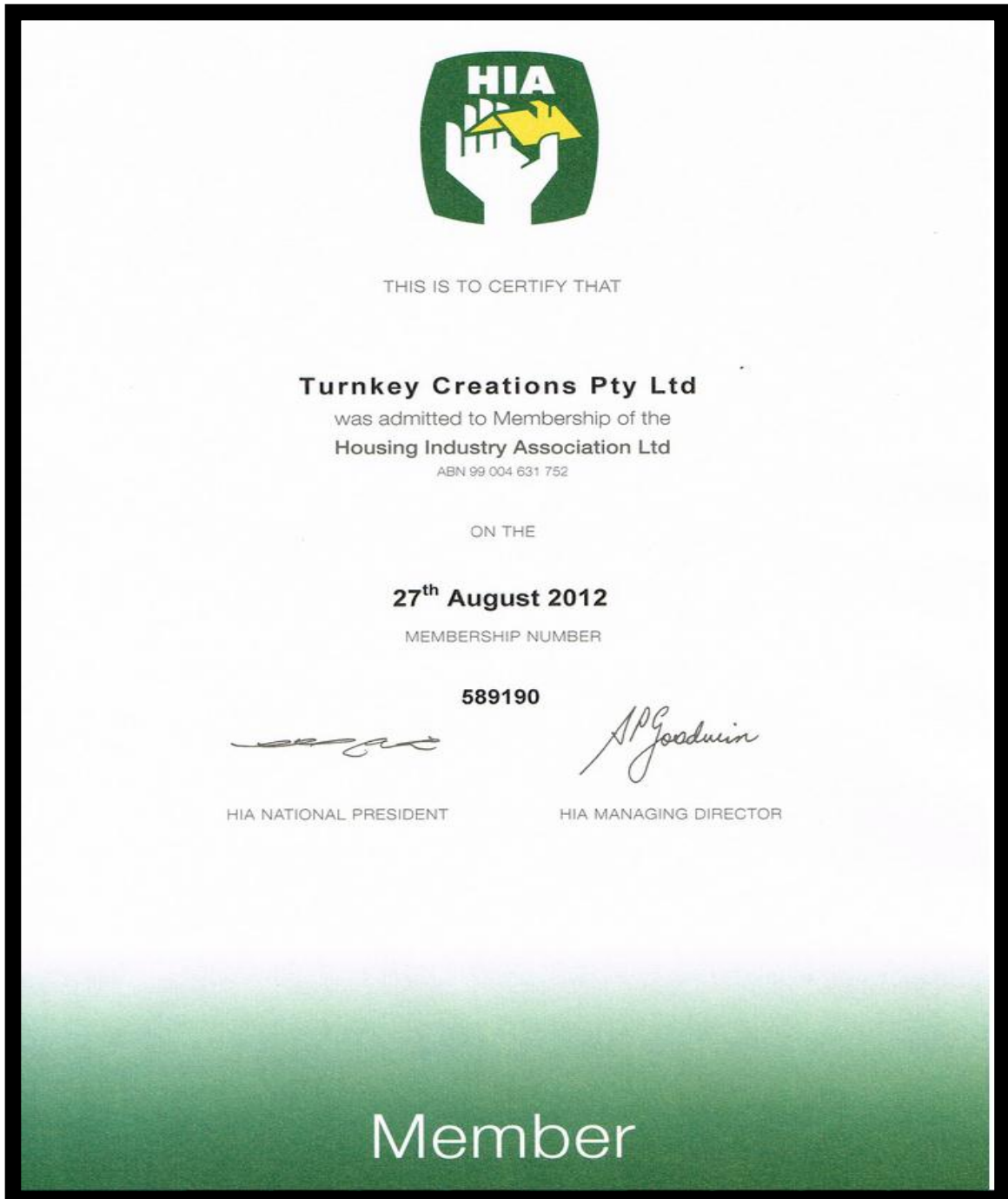
The work carried out was of a highly professional nature. We were particularly impressed with the quality of the end result.

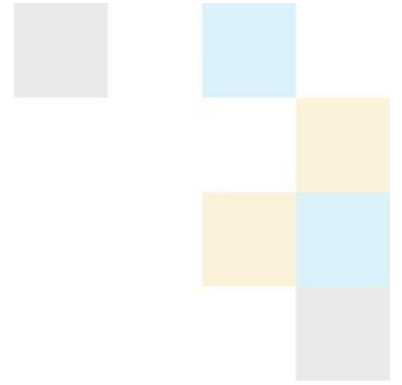
We were guided through practical design offering considerate and constructive advice when necessary in order to improve the final product.

Mr Welford, Queanbeyan NSW – August 2012



Attachment D: HIA Membership





Attachment E: Customer Design Authority

I/We, [name/s] _____

The owner/s of the property at: _____

Block: _____ Section: _____ District or Division of: _____

Agree to invest the sum of: [dollars]\$ _____ including GST

For the creation of:

- [] _____ alternate dimensional floor plan/s;
- [] _____ alternate floor plan/s;
- [] _____ alternate elevation/s; and/or
- snapshot designs.

We agree to provide Canberra Granny Flat Builders:

- building file search authority; and
- Crown lease search authority.

Siganture: _____ Name: _____ Date: _____

Siganture: _____ Name: _____ Date: _____

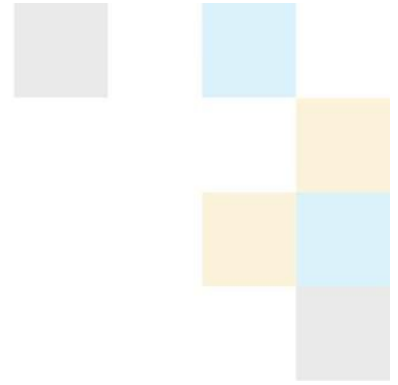
Canberra Granny Flat Builders representative: _____ Date: _____

(to be scanned and emailed to [email address] _____)

Payment has been processed	
Invoice to be sent to customer	
Customer Sign Program (price adjustment)	
Optional 3D Interior Floorplan \$475	



canberragrannyflatbuilders.com.au



Environment and Sustainable Development Department

Re: Building File Search

Please complete missing details, scan and email to info@cgfb.com.au.

I _____,

- The owner of the property at _____

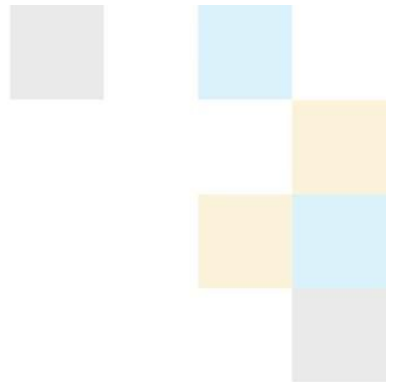
Being, Block: _____ Section: _____,

Authorise Turnkey Creations Pty Ltd to apply on my behalf for the building files of the above mentioned property.

Name:

Signature:

Date:



APPLICATION FOR COPIES OF PLANS/DOCUMENTS

Our aim is to provide a **4 –5 working day** turnaround for standard services. Turnaround time starts from the receipt of the form at the ESDD Mitchell office and does not include delivery time by mail or DX, weekends or public holidays.

Part 1: Applicant details

Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other:
Surname:				First name:	
Address :				Postcode:	
Home number:				Mobile number:	
Email address:					

Part 2: Site details

Block:	Section:	*Unit (if applicable):
Suburb:	Street number:	Postcode:
Street address:		

Part 3: Description of service

<input type="checkbox"/> Copy of Sanitary Drainage Plan	<input type="checkbox"/> Copy of Building Plan
<input type="checkbox"/> Copy of Certificate of Occupancy and Use (COU)	<input type="checkbox"/> Copy of Survey Certificate
Specified documents/ Additional information:	

Part 4: Access authorisation

I declare that the particulars of this application for search and/or copies of plans/documents are true and correct in every detail and I am the person indicated by a tick in the relevant box below

<input type="checkbox"/> I am the owner	<input type="checkbox"/> I am the solicitor acting on behalf of the owner
<input type="checkbox"/> I have authorisation (attached) from the owner	<input type="checkbox"/> I have authorisation (attached) from the Trustee of the Deceased Estate
<input type="checkbox"/> I have authorisation for Power of Attorney (attached from the owner)	<input type="checkbox"/> I have authorisation (attached) from the Solicitor representing the owner
<input type="checkbox"/> I act for a Mortgagee in possession	

Applicant's signature:	Date:
------------------------	-------

Note: 1. Applicants must comply with one of the above declarations to protect any personal information relating to the lessee/owner of this lease under the provisions of the *Privacy Act 1988*.
2. Sections 59A of the *ACT Building Act 2004* provides the severe penalties for false or misleading statements

OFFICE USE ONLY:

Trim Number:	Search officer's Initials:	Date completed:
Fees: File Search: \$21.50 + photocopies (each) A4 = \$0.40, A3 = \$0.70, larger than A3 = \$17.40	TOTAL:\$	

Write: to ESDD Mitchell Office, GPO Box 158, Canberra ACT 2601

Email: ESDDBuildingCounter@act.gov.au

Visit 8 Darling Street Mitchell

If you have difficulty completing this form, please telephone 02 6205 5353.