

# NOTICE OF INTENTION TO COMMENCE WORKS

## About this form

Use this form to advise Council of your intention to commence building or demolition work.

### Before commencing **building work** you must:

- Obtain a development consent and a construction certificate, or a complying development certificate and appoint a Principal Certifying Authority;
- Complete this form and give to Council not less than **2 working days** before you intend to start building work.

### Before commencing **demolition work** you must:

- Obtain a development consent;
- Pay the required fees including the Demolition Deposit and Infrastructure Restoration and administration fee;
- Complete this form and give to Council not less than **7 working days** before you intend to start demolition work;
- Provide at least seven (7) days written notice to the occupiers of all neighbouring premises of the date the work is due to commence.

## Lodgement and Fees

There is no fee to lodge this form with Council.

## Council Contact Details

**Customer Service Centre** 1 Pope Street, Ryde NSW  
**Post** Locked Bag 2069, North Ryde NSW 1670  
**Email** [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au)  
**Phone** (02) 9952 8222

## PART 1 : APPLICANT DETAILS

It is important that we are able to contact you if we need more information.

Company / Organisation					ACN
Title	Mr	Mrs	Ms	Miss	Other
Given Name			Family Name		
Postal address					
Suburb				Postcode	
Mobile			Phone		
Email					

## PART 2 : SITE DETAILS

Location of Property:	
Unit No.	House No.
Street	
Suburb	Postcode

Personal information collected from you is held and used by Council under the provisions of the *Privacy and Personal Information Protection Act 1998*. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the *Government Information Public Access Act 2009 (GIPA Act)*. If you require further information please contact Council's Customer Service Centre on 9952 8222.

## PART 3 : APPROVED DEVELOPMENT

3. a) Development Consent

LDA No:

Date Approved:

3. b) Construction certificate

Council CC No:

Date Issued:

Certifier CC No:

Date Issued:

3. c) Description of the works

3. d) Date work is to commence

3. e) Expected completion date for demolition

## PART 4 : COMPLIANCE WITH DEVELOPMENT CONSENT

Declaration by the applicant

Building work cannot commence until all necessary conditions of the development consent have been met.

I certify that all the conditions required to be satisfied prior to the commencement of works have been satisfied.

Name

Signature

Date

## PART 5 : BUILDER / DEMOLISHER DETAILS

Residential developments only

5. a) In the case of work done by a licensed builder or demolisher

*Council is required, under the EP&A Act, to hold this information and to provide these details to the Australian Bureau of Statistics.*

Licensee's name

Company

Licensee's address

Suburb

Postcode

Mobile

Phone

Email

Contractor license number

**5. b) In the case of work done by any other person** This applies to Owner Builders

Name

Address

Suburb

Postcode

Mobile

Phone

Email

Owner builder permit number

If no permit number, complete the following declaration:

Declaration by the owner of the property

I declare that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in Section 29 of the Act.

Name

Signature

Date