



The personal information on this form is being collected to enable the processing and investigation of your application for an extension of time to commence or complete building and development provisions as per your Crown lease. Collection of personal information is authorised by s298A of the *Planning and Development Act 2007*.

Rates Payable - On a rates assessment notice the amount marked in bold as; **RATES ASSESSMENT** will be the amount used to determine the fee payable.

\* Mandatory Fields to be completed

**Planning and Development Act 2007 – s425**

**Application for extension of time to commence or complete building and development provisions**  
*Section 298A*

A lease can include building and development provisions requiring the commencement or completion of a building or development to take place within a stated time. A lessee may, at any time before or after the stated time has ended, apply to the ACT Planning and Land Authority to extend the stated time.

If you do not comply with your building and development provisions, you will be conducting a controlled activity for failing to comply with a provision of the lease as per Schedule 2 of the *Planning and Development Act 2007*.

1. Applicant details

\*Name:

\*Postal Address:

Telephone No:

E-Mail:

2. Site details (for the land for which the extension is sought)

Block:  Section:

\*Suburb:

\*Street Address:

3. 1<sup>st</sup> Lessee (property owner's) details

**All lessees must sign** at Part 7 of this form, applicant and lessee declaration, authorising the lodgement of this application. In doing so, the lessee/s gives authority to the applicant to negotiate any dealings in relation to the application. If there are more than two lessees please ensure that the details and authorisation are attached to this application.

\*Name:

\*Postal Address:

Telephone No:

E-Mail:

2<sup>nd</sup> Lessee (property owner's) details

\*Name:

\*Postal Address:

Telephone No:

E-Mail:

**OFFICE USE ONLY**

ID number

Date lodged

Receiving officer



4. Lease details

Lease Grant date:

Date Commencement period expires:

Date Completion period expires:

Date Facilities/Associated Works/  
Other Commencement period expires:

Date Facilities/Associated Works/  
Other Completion period expires:

5. \*Which provision(s) of your lease are you seeking an extension for and for what period?

Commencement Period of Extension.....days from commencement

Completion Period of Extension.....days from completion

Facilities/Associated Works/  
Other Commencement Period of Extension.....days from commencement

Facilities/Associated Works/  
Other Completion Period of Extension.....days from completion

6. \*Please provide a statement of reasons for why the extension is being sought:

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7. \*Proposed/Actual work programme

DA lodgement/approval date:

Commencement date:

Pre sheet date:



Lock-up date (for residential):

Fit out date (for commercial):

Completion date:

Other details:

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8. \*Applicant and lessee declaration

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

I/we have attached a copy of the annual assessment notice for the *rates payable* for the land mentioned in section 2 above for the financial year when the application is made.

*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

1<sup>st</sup> lessee's Signature:

Date

2<sup>nd</sup> lessee's Signature:

Date

**Privacy Note**

The personal information on this form is being collected to enable processing of your application. Collection of personal information is authorised by Chapter 9 of the *Planning and Development Act 2007*. The information that you have provided may be disclosed to ACT Government agencies including the Department of Territory and Municipal Services for the purposes of assessing your application.

**Contact Details:**

ACT Planning and Land Authority  
Customer Service Centre  
GPO Box 1908, Canberra City, ACT 2601  
16 Challis Street, Dickson, ACT 2602  
Business Hours: 8.30am to 4.30pm Weekdays (excluding Public Holidays)  
Phone: (02) 6207 1923 Fax: (02) 6207 1925 TTY: (02) 6207 2622  
Email: [actpla.customer.services@act.gov.au](mailto:actpla.customer.services@act.gov.au) Website: [www.actpla.act.gov.au](http://www.actpla.act.gov.au)