

INFO 8 – LANDOWNER CONSENT GUIDELINES



Individual Ownership and Joint Owners

- ALL owners must sign the application form; or
- Provide a letter of authorisation signed by all owners, including the property address and description of approved activities (i.e. description of development, copy of plans)

Company Ownership

The application or an authorisation letter must be signed by two (2) directors of the company or a director and a company secretary of the company. The full names and positions must be provided for each person who has signed the application form.

Where there is joint company ownership, the above must be provided for each company.

Owners Corporation (Strata Plan)

Where a strata plan identifies common property, owner's consent is required from the Owners Corporation as well as the owner of the subject lot. This can be in the form of:

ALL owners to sign the application form; or

Provide a letter of authorisation

- a) signed by all owners
- b) stating the correct Lots and site address and the application authorised (i.e. description of development, documents requested)
- c) Provide a letter of authorisation signed by all owners of the subject Lot and signed by the corporation secretary.

Legal representative for the true owner(s)

Where a person is legally authorised to provide consent on behalf of the true owner(s) in a Power of Attorney, Executor or Trustee capacity, documentary evidence of that legal authority must be attached to the application form/letter of authority or in the case of a Power of Attorney they must provide their Power of Attorney Number.

Crown Land

When the application relates to Crown Land the application form/letter of authority must be signed by an authorised officer from the Department of Planning, Lands and Heritage.

Land owned by the Town of Port Hedland

When the application relates to land owned by the Town of Port Hedland, the application form or letter of authority must be signed by the Chief Executive Officer. Town Planning & Development can organise signature on your behalf but the application cannot be lodged until the signature has been obtained.

Please note proof of ownership may be required where the application form does not match the legal owner i.e. due to recent sale.