



Signing of legal development documents For Section 88B, 88E and similar conveyance documents

About this form:	Use this form to lodge originals and copies of conveyances forms for signing by an authorised council officers under delegation of Section 377 of Local Government Act 1993 including Section 88B and Section 88E instruments and extinguishment of easements and strata titles.
How to complete:	<ol style="list-style-type: none">1. Ensure that all fields have been filled out correctly.2. Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.3. Once completed, please refer to the lodgement details section for further information.

Applicant:				
Salutation: (please tick)	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other (please specify)
First name:		Surname:		
Email:				
Street address:		Postcode:		
Suburb:				
Contact name for pick up		Mobile:		
Phone number:		Other:		
Site address:				
Customer Reference Number:				
Street address:				
Suburb:		Postcode:		
Legal description:	Lot:	Section:	DP/SP:	
Type of document to be signed	<input type="checkbox"/> section 88B/E	<input type="checkbox"/> Extinguishment of strata title		
Development type	<input type="checkbox"/> Business	<input type="checkbox"/> Residential	<input type="checkbox"/> Mixed development	
Other document state:				
Development Consent number:				
Condition number to be satisfied:				
Wording of instrument in accordance with DA consent condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Has occupation certificate been issued :	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Is signing of the document urgent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Application fee paid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

Important information

The wording of the instrument must be in the standard format as required by NSW Lands Registry Services, including space for authorised officer signing and delegation under section 377 LGA and authorised witness signing .
Original and 1 copy of the document will be required.



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Declaration

I understand that information provided with this application (including the application form) and any subsequent information submitted as part of this application may be disclosed under the provisions of the *Government Information (Public Access) Act 2009* and correspondence from Council may be made available for viewing by the general public.

**Applicant's
signature:**

Date:

/ /

Privacy statement

Application forms and/or names and addresses of people making an application is information that is publicly available. In accordance with section 18(1)(b) of the *Privacy and Personal Information Protection Act 1998 (NSW)*, you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the *Government Information (Public Access) Act 2009*, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate on this application form.

Instructions for applicants

Lodging an application requires a completed application form.

All relevant information and the payment of the required fee (where a fee applies).

Application will be checked at lodgement to ensure the required information is provided.

Signing of documents can only be made at the Leichhardt Service Centre , please ring to make an appointment on 9392 5678 or email building@innerwest.nsw.gov.au

Incomplete/illegible applications will not be accepted and will be returned to you.

Lodge in person: Inner West Council's Customer Service Centres:

Leichhardt – 7-15 Wetherill Street Leichhardt.

Opening hours: Monday-Friday, 8:30am-5:00pm

www.innerwest.nsw.gov.au/ContactUs

Cashiering: 8:30am-4:30pm.

Lodge by mail: Inner West Council, PO Box 14, Petersham NSW 2049

Fees and charges: Find fees and charges on the Council website: www.innerwest.nsw.gov.au/FeesAndCharges

Payment: As directed by Customer Service at counter when lodge in person or follow the tax invoice after application is lodged.



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Office use only			
Checked by officer:		Receipt number:	
Date:		Amount paid:	\$
Application number :		Cashier code:	
		Initial of officer:	