

**ACT**

Government

Environment, Planning and  
Sustainable Development

# Planning Act 2023

## LETTER OF AUTHORISATION

To be completed and submitted with various planning applications, including development applications, to confirm permission for a third party to act on behalf of a lessee.

### LEASE OR SITE DETAILS

If more than two leases/sites please attach the following details for each additional lease/site on a separate sheet

Block/s: 7Section: 16Suburb: REIDDistrict: CANBERRA CENTRALStreet Address: 55 CORANDERRK ST.

Block/s: \_\_\_\_\_

Section: \_\_\_\_\_

Suburb: \_\_\_\_\_

District: \_\_\_\_\_

Street Address: \_\_\_\_\_

Where no block and section details are available, describe the location (i.e. road reserve name, or outdoor dining area location)

### APPLICANT DETAILS AND DECLARATION

#### Applicant Details (Please Print)

Applicant name: MATTHEW HALL Email: service@buildprofessional.com.au**OR**

Company name: \_\_\_\_\_ Email: \_\_\_\_\_

**Company Nominees** – a Company can list up to three nominees. The **first** nominee **must** be authorised to sign on behalf of the Company

Nominee 1: \_\_\_\_\_ Nominee 2: \_\_\_\_\_ Nominee 3: \_\_\_\_\_

#### Applicant Declaration

I/we the applicant, by signing the below, declare that:

- I am the person authorised to sign, or to sign on behalf of the company described in this form; and
- I declare that all the information given on this form and its attachments are true and complete.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### LESSEE DETAILS AND DECLARATION

#### Lessee Details (Please Print Names) - if more than two lessees, please number each additional lessee in 'additional lessees'

First Lessee: JOSEPH RITCHIESecond Lessee: VANESSA LAUREN MARIE-ROCHELLE HIGGINS

Additional lessees: \_\_\_\_\_

#### Lessee Declaration - if more than two lessees, please number each additional lessee in 'additional lessees'

I/we the lessee(s), by signing the below, declare that:

- I am/we are the lessee(s) of the land described above;
- I/we have been made aware of the declaration and privacy clauses in all relevant forms; and

- I/we understand that all the information given on this form is true and complete.

I/we the lessee(s), by signing the below, authorise the person/company (to be known as *the Applicant*) to:

- obtain information in relation to this site;
- to act on my/our behalf in relation to the following types of application for the abovementioned site/s (please tick all that apply);
  - ☐ Pre-Application Meeting
  - ☒ Development Application, including amendments
  - ☐ Exemption Declaration
  - ☐ Reconsideration Application
  - ☐ Environmental Impact Statement or Environmental Significant Opinions
  - ☐ Other planning application
- to pay all application fees, bonds and securities, liaise with the Territory Planning Authority when required, alter, amend and provide further information as necessary and receive any communications relating to the application.

First Lessee Signature: *Josh R. L.*

Date: 22/09/25

Second Lessee Signature: *[Signature]*

Date: 22/09/25

Additional Lessee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### LAND CUSTODIAN DETAILS AND DECLARATION – for works on unleased Territory Land

**Land Custodian Details (Please Print)** - if more than two custodians, please number each additional custodian in 'additional custodians'

First Custodian Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Second Custodian Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Additional Custodians: \_\_\_\_\_

**Land Custodian Declaration** - if more than two custodians, please number each additional custodian in 'additional custodians'

I/we the land custodian(s), by signing the below, declare that:

- I am/we are the land custodian(s) of the public or unleased land described above;
- I/we have been made aware of the declaration and privacy clauses in all relevant forms; and
- I/we understand that all the information given on this form is true and complete.

I/we the land custodian(s), by signing the below, authorise the person/company (to be known as *the Applicant*) to:

- obtain information in relation to this site;
- to act on my/our behalf in relation to the following types of application for the abovementioned site/s (please tick all that apply);
  - ☐ Pre-Application Meeting
  - ☐ Development Application, including amendments
  - ☐ Exemption Declaration
  - ☐ Reconsideration Application
  - ☐ Environmental Impact Statement or Environmental Significant Opinions
  - ☐ Other planning application
- to pay all application fees, bonds and securities, liaise with the Territory Planning Authority when required, alter, amend and provide further information as necessary and receive any communications relating to the application.

First Custodian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Second Custodian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Additional Custodian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

THIS AUTHORISATION DOES NOT CONSTITUTE AN APPROVAL IN PRINCIPLE OR OTHERWISE BY THE LAND CUSTODIAN IN RELATION TO THE PROPOSED DEVELOPMENT.

**Privacy Notice**

The personal information on this form is provided to the Environment, Planning and Sustainable Development Directorate (EPSDD) to enable the processing of your application. The collection of personal information is authorised by the *Planning Act 2023*. If all or some of the personal information is not collected EPSDD cannot process your application. The Planning Act 2023 requires the details of applications, decisions and orders to be kept on a register and made available for public inspection. Information and documentation relevant to a development application may be made available via the Internet. The personal information you provide may be disclosed to Australian Bureau of Statistics, ACT Revenue Office, the Registrar General's Office, ACTEW Corporation, ActewAGL, Transport Canberra and City Services Directorate and other Government agencies with a direct interest in the development assessment process. The information may also be disclosed where authorised by law or court order, or where the Directorate reasonably believes that the use or disclosure of the information is reasonably necessary for enforcement-related activities conducted by, or on behalf of, an enforcement body. EPSDD's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by EPSDD, and how you may complain about an alleged breach of the Territory Privacy Principles. The EPSDD Information Privacy Policy can be found at [www.environment.act.gov.au](http://www.environment.act.gov.au)

**Contact Details:**

Environment, Planning and Sustainable Development Directorate  
Customer Service Centres  
GPO Box 158, Canberra City 2601  
8 Darling Street Mitchell ACT 2911

Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)  
Phone: (02) 6207 1923  
Email: [ACEpdcustomerservices@act.gov.au](mailto:ACEpdcustomerservices@act.gov.au)  
Website: [www.planning.act.gov.au](http://www.planning.act.gov.au)