


**NORTHERN TERRITORY OF AUSTRALIA**  
*Planning Act*

**Application for an Alteration Permit - section 43A**


**1. LAND INFORMATION**

<b>LOCATION OF PROPOSED DEVELOPMENT</b>	
Town/Hundred/Locality:	
Parcel Number(s) and/or Unit number:	
LTO Plan:	
Number and Street Name:	
Zone:	
<b>LAND OWNER INFORMATION</b>	
Is the applicant the land owner?	YES / NO
Owner's name(s):	
Postal address:	
Attach owner's authorisation if applicant is not the land owner SEE ATTACHMENT GUIDE FOR FURTHER INFORMATION	<b>ATTACHMENT A</b> 

**2. APPLICANT INFORMATION**

<b>APPLICANT</b>	
Company name (if applicable):	
ABN or ACN (if applicable):	
Title: Mr Mrs Miss Ms Dr Other:	
Family name(s):	
Given name(s):	
Preferred name(s):	
Postal address:	
Telephone no. (business hours):	
Facsimile no.:	
E-mail address:	
<b>CONTACT PERSON FOR FURTHER INFORMATION (OR WRITE 'AS ABOVE')</b>	
Company name (if applicable):	
ABN or ACN (if applicable):	
Title: Mr Mrs Miss Ms Dr Other:	
Family name(s):	
Given name(s):	
Preferred name(s):	
Postal address:	
Telephone no. (business hours):	
Mobile no.:	
Facsimile no.:	
Email address:	
<b>NOTE: ALL CORRESPONDENCE WILL GO TO THE PERSON AND ADDRESS INDICATED HERE.</b>	

### 3. EXISTING USE


<b>CONFIRMATION OF EXISTING USE STATUS</b>	
Date Use Commenced	
Attach evidence of Existing Use SEE ATTACHMENT GUIDE FOR FURTHER INFORMATION	<b>ATTACHMENT B</b> 

<b>BRIEF DESCRIPTION OF EXISTING USE</b>

### 4. ALTERATION DETAILS

<b>BRIEF DESCRIPTION OF ALTERATION</b>
<b>REASON FOR ALTERATION</b>

### 5. ADDITIONAL INFORMATION

Attach dimensioned plans of the development/works SEE ATTACHMENT GUIDE FOR FURTHER INFORMATION	<b>ATTACHMENT C</b> 
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### 6. APPLICANT TO SIGN AND/OR AFFIX SEAL

The application is complete and all required documentation is attached.	
_____	___ / ___ / ____
Signature(s)	Date
<b>PRIVACY NOTE:</b> The Department of Lands, Planning and the Environment, on behalf of the Minister, is authorised under the <i>Planning Act</i> to collect the information on this form, or otherwise provided by you, to consider a proposal to grant an Alteration Permit. Failure to provide the information in full may result in delays in processing of the application.  Some of the personal information provided by you on this application may be publicly available, as part of a public exhibition process. The information may also be provided to other NT Government agencies, the Australian Valuation Office, local governments and Commonwealth Government Departments and agencies, as required by law.  Collection of personal information on this form is done in accordance with the privacy legislation contained within the <i>Information Act 2002 (NT)</i> . For more information please refer to the Department of Lands, Planning and the Environment's privacy statement located at <a href="http://www.lands.nt.gov.au">www.lands.nt.gov.au</a>  Any personal information provided can be subsequently accessed by you on request.	

## GUIDE TO ATTACHMENTS

### ALTERATION PERMIT APPLICATION

The following information is provided to assist with the preparation of the application package and contains information on the content and required number of copies of each attachment.

**NOTE:** ONE (1) COPY OF THE APPLICATION IS REQUIRED WITH AN ACCOMPANYING ELECTRONIC COPY (CD-ROM OR USB). THE APPLICATION MAY ALSO BE MADE VIA EMAIL TO [DAS.DLPE@NT.GOV.AU](mailto:DAS.DLPE@NT.GOV.AU) WITH ALL DOCUMENTS IN PDF FORMAT.

#### **ATTACHMENT A - OWNER'S AUTHORISATION**

If the land is owned by more than one person or company, written authorisation must be obtained from each person or company named on the title.

If the land is owned by a company or body corporate, written authorisation must be obtained from the company director/s (under company seal) or from the body corporate.

#### **ATTACHMENT B - EVIDENCE OF EXISTING USE**

Evidence of existing use is required to confirm that the works were in existence prior to the commencement of the relevant planning scheme. It is recommended that you liaise with Development Assessment Services staff prior to lodging your application to confirm that evidence to be provided is sufficient.

Evidence may be in the form of government correspondence verifying existing use rights, dated photographs, statutory declarations, dated approved building plans or other means depending upon availability of documentation.

#### **ATTACHMENT C - DIMENSIONED PLANS**

**NOTE:** All electronic plans are to be in PDF format. Printed plans are to be no greater than A3 size.

Dimensioned plans are required as part of this application. Depending upon the complexity of the Alteration Permit application, or if you are having difficulty understanding these requirements, it may be in your best interests to engage a design professional to assist you in the preparation of your application or to prepare it on your behalf.

If you consider some of the following information is unnecessary due to the nature or location of the particular variation, the information may be omitted from your application. The Department of Lands, Planning and the Environment will then decide whether the information is required prior to assessing the application.

#### **PLANS SHOWING THE INFORMATION INDICATED BELOW ARE REQUIRED.**

<b>A site plan at a legible scale, not less than 1:500, showing the following information:</b>	
1	The north point, area of the existing parcel and boundary dimensions.
2	Existing and proposed buildings and their distance from lot boundaries.
3	Any existing and proposed easements, substations and services.
4	Vehicle access points.
5	Proposed surfacing of parking areas, driveways, vehicle turning areas and loading areas (locations and dimensions).
6	Landscape and open space areas including types of planting, details of screening and/or fencing (locations and descriptions).
7	The proximity of adjoining buildings and their uses.
8	The location of any bores on the subject property and adjoining land.
9	The location of any proposed and/or existing effluent disposal systems on the site.
<b>Floor layout plans at a scale not less than 1:200, showing:</b>	
1	Dimensioned floor plans of existing and proposed buildings showing layout, partitioning, room sizes, uses.
2	A schedule stating the total area of each component use in the building, the total floor area and percentage of site cover.
<b>Elevations and sections at a scale not less than 1:200, showing:</b>	
1	All elevations of buildings, indicating finished floor levels, existing and finished ground levels and external finishes.
2	Sufficient cross-sections and longitudinal sections to show the relationship between structures and their respective heights.