

Time Extension Request

If you need help lodging your form, contact us				Office use only	
Email	council@northernbeaches.nsw.gov.au			Form ID	2038
Phone	1300 434 434			TRIM Ref	C001673
Customer Service Centres	Manly Town Hall, 1 Belgrave Street, Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	Mona Vale 1 Park Street, Mona Vale NSW 2103	Last Updated	July 2026
				Business Unit	Environmental Compliance
				Application No.	
				Receipt No.	

Privacy Protection Notice	
Purpose of collection:	For Council to provide services to the community
Intended recipients:	Northern Beaches Council staff
Supply:	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction:	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Payment options	
In person	Visit the Customer Service Centre (listed above) to apply with supporting documentation
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option.
Via email	Send the completed application form to council@northernbeaches.nsw.gov.au and we will call you for payment. Please allow extra time for this option and note the application is not assessed until payment is received.

Note: 0.5% payment card surcharge applies to both credit/debit card payments until 1 October 2026.

Part 1: Applicant details

It is important that we are able to contact you if we need more information. Please give us as much detail as possible.			
Title	☐ Mr ☐ Mrs ☐ Ms ☐ Other		
Full family name			
Full given names			
Name of company/business			
Address to which extension relates			
Phone		Alternate	
Mobile		Facsimile	
Email			
Contact			

Part 2: Extension details

Extension type: (please select)			Reference number:
☐	Environmental Health Notices and Orders	No fee	
☐	Application for extension of time - Fire Safety Order	No fee	
☐	Swimming Pools Direction	No fee	
☐	Building Compliance Notices and Orders	No fee	
☐	Awnings Notices and Orders	No fee	

Part 3: Reasons for extension

Item no.	New date & time requested	Reason for extension Must include specific justification for each item where extension is requested. Evidence should be supplied to support requests and may include third part documents, such as parts or service delivery dates.	Approved/ declined (Council use only)

Part 4: Signatures

Name of applicant			
Signed		Date	

Reviewing coordinator/manager		Notes	
Signature of reviewing coordinator		Date	