



If you need help lodging your form, contact us		Office use only																					
Email	council@northernbeaches.nsw.gov.au	Form ID	4044																				
Phone	1300 434 434	TRIM Ref	C000828																				
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099	Last Updated September 2020																				
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107	Business Unit Property																				
		Application No.	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
		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

These particulars are a general outline only for the guidance of applicants and do not constitute an offer or contract	
I have read and understood the enclosed 'Information For Applicants on the Sale Procedures' and request Northern Beaches Council to consider the sale of the land described in Part 2 - Boundary Dimensions & Area.	

Part 1: Applicant Details

Title	Mr	Mrs	Ms	Other
First Name				
Last Name				ABN
Name of User/Group/Organisation				
Address				
Post Code				
Phone			Alternate	
Mobile			Fax	
Email				

Part 2: Project Description - Boundary Dimensions and Area

Specify the Boundary Dimensions and Area

Part 3: Reasons for Purchase of the Land

Describe the reasons for the Road Closure and Purchase of the Land

Part 4: Detail of Proposed Use - Including Any Development Proposals

Describe the proposed use of the Site - Including ANY Development Proposals etc

Part 5: Other Comments

Include below any further comments in support of your application

Part 6: Checklist & Signatures

Use this Checklist to confirm you have fully completed your Application					
Have you confirmed the land is owned by Northern Beaches Council?	Yes		No		
Have you included a plan of the Land with the approximate boundary dimensions and area?	Yes		No		
Have you read the Information Sheet for Applicants regarding Sale of Land Procedures? (See page 3)	Yes		No		
I understand that this is an application to purchase Council land. It is not a legally binding contract. I acknowledge that the purchase of Council land is subject to formal Council approval, resolution and Contract for sale of land.					
Applicant's Name					
Signature				Date	
Landowner's Name					
Signature				Date	

Information for Applicants

Please retain this information for your own reference.

Please ensure that you read this information sheet prior to lodging a Purchase of Council Land Application. Do not hesitate to ask any questions of Council staff.

It is important to note that the applicant is to pay all costs associated with pursuing an application to Purchase Council Land. The estimated costs for this application are discussed below in the Fees section.

The sale of the land is subject to Council approval.

Following the receipt of the non-refundable application fee (in accordance with Council's Fees and Charges) and this completed form, the following actions are undertaken:

1. Council Property Officers will consult with internal stakeholders (e.g. Environment & Sustainability, Transport & Assets and Planning & Place) to seek their comments on the proposal.
2. Applicants are required to provide letters from the adjoining owners to ascertain if they have any concurrence or objection to the proposed sale of land to the applicant. (This excludes road reserve land, where notification process has already been resolved).
3. Council staff will consider any submissions received and will advise the applicant in writing if there are any special conditions required such as upgrade of infrastructure, covenants, restrictions to use of land, subdivision proposals etc.
4. Council staff will engage an independent registered Valuer to carry out a current market valuation of the land. The cost of the valuation report is to be reimbursed by the applicant prior to the engagement of the Valuer.
5. The method of sale will be determined by Council on a case-by-case basis.
6. The sale price will be determined in accordance with the valuation received from the registered valuer.
7. A report is submitted to Council for consideration to proceed with the proposed sale (subject to contract for sale of land).
8. The applicant will be advised of Council's resolution.
9. If the sale involves two adjoining parcels of land, it may be a condition of sale that the two parcels of land be consolidated within 12 months of settlement and all costs associated are borne by the applicant.
10. Council's solicitors will prepare the contract for Sale of Land and any special conditions such as easements, covenants, restrictions to use of land and rights of way and any requirements for drainage infrastructure upgrades etc. All legal costs associated with the preparation and documentation for the sale and registration at the NSW Land Registry Services are to be borne by the applicant in advance.
11. Where required for road reserve land, a Planning Proposal should be made within 12 months of settlement to rectify any zoning anomaly between the road reserve and the main residential lot (such that the zoning of the road reserve is to be consistent with the main residential lot).
12. If you are acting on behalf of the Land Owner, you will need to provide a letter of power of attorney and this letter needs to be submitted as part of the application.
13. If the proposed sale is not completed within 12 months from the valuation date, a revised valuation will need to be undertaken, at the Applicant's cost.
14. If the proposed sale is not completed within 18 months from the date of the application, this application will be terminated.

Fees

It is important you are aware of the costs of the exercise. The estimated associated costs are outlined below.

Application Fee - Includes planning review	In accordance with Council's Fees and Charges
NSW Land Registry Services costs	Cost to be determined
Surveying costs	Cost to be determined
Valuation cost	Cost to be determined
Council's legal costs	Cost to be determined
Council's legal disbursement costs	Cost to be determined
NSW Land Registry Services registration costs	Cost to be determined

These costs are non-refundable and DO NOT include the sale price of the land (which is an additional cost). Council's fees are subject to change in line with annual Delivery Program process.