



**ACT**  
Government

Environment, Planning and  
Sustainable Development

# Planning Act 2023

## NOTICE OF SURRENDER OF DEVELOPMENT APPROVAL

### Lease or Site Details – if more than one lease/site, please provide further details in an attachment

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

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

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

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

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

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

\_\_\_\_\_

### Details of Development Approval to be surrendered – if insufficient space is available, please provide details in an attachment

DA number: \_\_\_\_\_ Date approval granted: \_\_\_\_\_

Description of Development Approval:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason(s) for surrender:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Applicant Details (please print)

Applicant name: \_\_\_\_\_ Email: \_\_\_\_\_

OR

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

Postal address: \_\_\_\_\_

Contact number: \_\_\_\_\_

### Lessee Details (please print) - if more than two lessees, please provide details in an attachment

1<sup>st</sup> Lessee

Lessee name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Position held in company: \_\_\_\_\_

Australian Company Number (ACN): \_\_\_\_\_

Postal Address: \_\_\_\_\_

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

State: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**2<sup>nd</sup> Lessee**

Lessee name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Position held in company: \_\_\_\_\_

Australian Company Number (ACN): \_\_\_\_\_

Postal Address: \_\_\_\_\_

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

State: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*All lessees must sign authorising the surrender of this development approval.*

**Commencement of Development**

Has the development commenced?

Yes

No

If yes, provide details of what portion of the development has been carried out in compliance with any conditions of approval, or any agreement with the Territory Planning Authority that is relevant to that part of the development.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the surrender of the development approval have an adverse impact on any third party or the locality?

Yes

No

*Please provide details:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant/Lessee Declaration**

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

In accordance with provisions of the *Planning Act 2023*, I/we surrender the existing development approval or part thereof as specified in this application. It is acknowledged that by surrendering the right, it cannot be re-enacted or re-used by the current or future owners of the subject property.

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

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

First Lessee Signature: \_\_\_\_\_

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

Second Lessee Signature: \_\_\_\_\_

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

**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)