

**APPLICATION FOR A BOUNDARY AUTHORITY**  
Form 2

The form should be completed when applying for a minor internal boundary change of a Units Plan.

**Lease details please print**

If more than one lease/site, attach the following details for each lease/site

Block/s	<input type="text"/>	Section	<input type="text"/>	Suburb	<input type="text"/>	Units Plan Number	<input type="text"/>
Street Address	<input type="text"/>						

**Applicant Details Please Print**

Surname	<input type="text"/>	First Name	<input type="text"/>
Company Name	<input type="text"/>		
Postal Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Phone Number Business Hours	<input type="text"/>	Mobile	<input type="text"/>
Email Address	<input type="text"/>		

**Owners Corporation Details Please Print**

**1<sup>st</sup> Executive Member's Details**

Surname	<input type="text"/>	First Name	<input type="text"/>
Company Name	<input type="text"/>		
Position held in company	<input type="text"/>	Australian Company Number (ACN)	<input type="text"/>
Postal Address	<input type="text"/>		
Phone Number Business Hours	<input type="text"/>	Mobile	<input type="text"/>
Email Address	<input type="text"/>		

## 2nd Executive Member's Details

Surname

First Name

Company Name

Position held in company

Australian Company Number (ACN)

Postal Address

Phone Number Business Hours

Mobile

Email Address

### Form 1A – Site Plan

Is a site plan (Form 1A) for the land specified in this application attached?  NO  YES

### Form 1 – Surveyors Declaration

Is a surveyor's declaration (Form 1) for the land specified in this application attached?  NO  YES

### Form 2 – Schedule of Unit Entitlement

Is a Schedule of Unit Entitlement (Form 2) for the land specified in this application attached?  NO  YES

### Form 3 – Floor Plan

Is a Floor Plan (Form 3) for the land specified in this application attached?  NO  YES

### Certification of Unit Entitlement by a Member of the Institute of Valuers

Is a Certification of Unit Entitlement by a Member of the Institute of Valuers for the land specified in this application attached?  NO  YES

### Surveyor's Checklist

Is a Surveyor's Checklist for the land specified in this application attached?  NO  YES

### Copy of Unanimous Resolution

Is a copy of the unanimous resolution of the owners corporation dated within 3 months of submitting this application for the land specified in this application attached?  NO  YES

### Written Agreement of Interested Non-Voter

Are there copies of the written agreement of each interested non-voter, where applicable, for the land specified in this application attached?  NO  YES

## Conflict of Interest Declaration

Does the applicant or lessee have any association with EPD staff?

NO  YES

If YES - please provide details:

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**NOTE: There are penalties for deliberately giving false and misleading information. The Planning and Land Authority or Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.**

## Applicant and Owners Corporation Declaration

I/we the undersigned, hereby apply for approval for a boundary authority on the land specified in this application;

I/we declare that this application is accompanied by all of the required information or documents for it to be considered for approval;

I/we understand that the documentation provided will be considered to be the relevant documentation associated with this application;

I/we the undersigned (owners corporation) appoint the applicant whose signature appears below to act on my/our behalf in relation to this application for a boundary authority. This authorises the applicant to pay all application fees, bonds and securities, liaise with EPD when required, alter, amend or provide further information as necessary and receive any communications relating to this application for a boundary authority;

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

I/we the undersigned, declare I/we have the appropriate delegation or authority to sign on behalf of the Owners Corporation.

Applicant Signature (s)

Date

1<sup>st</sup> Executive Member's Signature

Date

2<sup>nd</sup> Executive Member's Signature

Date

### Privacy Notice

The personal information on this form is provided to the Environment and Planning Directorate (EPD) to enable the processing of your application. The collection of personal information is authorised by the Unit Titles Act 2001. If all or some of the personal information is not collected EPD cannot process your application. The personal information you provide may be disclosed to Australian Bureau of Statistics, ACT Revenue Office, the Registrar General's Office and other Government agencies with a direct interest in the Unit Title 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. EPD's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by EPD, and how you may complain about an alleged breach of the Territory Privacy Principles. The EPD Information Privacy Policy can be found at [www.environment@act.gov.au](mailto:www.environment@act.gov.au)

### Contact Details:

Environment and Planning Directorate  
Customer Service Centres  
GPO Box 158, Canberra City 2601  
8 Darling Street Mitchell, ACT 2911  
16 Challis Street Dickson ACT 2602

**Business Hours:** 8.30am to 4.30pm weekdays (excluding Public Holidays)

**Phone:** (02) 6207 1923 **TTY:** (02) 6207 2622

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