

Authorised Consultant Application

Use this form to apply to become an Authorised Consultant eligible to lodge Accelerated Development Applications (ADA) with City of Newcastle (CN).

Please visit our website for further information about the Authorised Consultant pathway and Accelerated Development Applications.

Please submit this form along with accompanying documentation detailed in this application.

NOTE: This application applies for a financial year period and must be renewed prior to our annual intake on 1 July each financial year.

Applicant Details

1. Authorised Consultant Company Details

Company Name	
ABN	
Email	
Phone	
Postal Address	
Contact Person	

2. Please provide details of the individual nominated professionals that will be preparing the Accelerated Development Applications on behalf of your company

Note: Each nominated professional must hold town planning qualifications (or equivalent) and have a minimum 5 years' experience in preparing and lodging development applications. Please include a copy of each nominated professional's CV with your application.

Nominated Professional 1	
Position Title	
Phone	
Email	
Nominated Professional 2	
Position Title	
Phone	
Email	

Nominated Professional 3	
Position Title	
Phone	
Email	
Nominated Professional 4	
Position Title	
Phone	
Email	
Application Details	
3. Please provide a written statement outlining your suitability to become an Authorised Consultant with CN under the ADA System	
4. Have any of the above Nominated Professionals previously been cautioned or investigated in relation to professional misconduct or malpractice?	
<input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, provide details below:	

5. Documentation required to be submitted

An electronic copy of the following documentation must be submitted with this application:

- Proof that over 20 development applications have been lodged with the CN in the preceding 12-month period OR proof of ability to submit quality applications meeting CNs ADA requirements.
- A summary of your internal quality assurance procedures which will be used to ensure that eligible development applications meet the 'accelerated lodgement' criteria, application type and relevant Environmental Planning Instrument requirements.
- A copy of all relevant insurance policies outlining the insured amount, policy provider, policy number, date of commencement and expiry date of policy.
- A CV of each nominated professional responsible for the preparation of eligible applications. Each nominated professional must hold town planning qualifications (or equivalent) and have a minimum 5 years' experience in preparing and lodging development applications.

Please ensure documents are named clearly with the consultant company's name and document type in the heading (e.g. Consultant Company Name – Quality Assurance Procedures).

Company Director's Consent

6. Probity

Are parties with pecuniary or non-pecuniary interest:

- a) A staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of CN? or,
- b) A State or Federal Member of Parliament?
 - Yes, state the relationship:.....
 - No

7. Company Director Declaration

As the Company Director:

- I consent to the application.
- I apply for my company to become an Authorised Consultant to enable us to lodge Accelerated Development Applications with CN.
- I declare that all the information given is true and correct.
- I declare that the electronic data has been named correctly and there are no security settings applied.
- I understand that if incomplete, the application may be delayed, rejected or returned. I understand that the information supplied on this form and any related document may be made available to the public.

Name of person signing			
Authority			
Signature		Or Electronic Signature	
Date			

How to lodge your application

Lodgement

Email

Enter the type of application (e.g. Company Name – Authorised Consultant Application) in the subject line of the email. Emails are to be sent to business-support@ncc.nsw.gov.au.

Fees

There are currently no fees charged for this application in 2022/2023 financial year.

Protecting your privacy

City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

You are advised the information you provide in this application will enable your application to be assessed by CN.

Please contact CN if the information you have provided in your application is incorrect or changes.

Purpose of collection:	To enable CN to determine if the company is suitable to lodge Authorised Consultant Development Applications
Intended recipients:	CN staff and other government agencies that may be required to assess the application
Supply:	Voluntary
Consequence of non-provision:	Your application may not be accepted or processed due to a lack of information.
Storage and Security:	City of Newcastle, 12 Stewart Avenue Newcastle 2302 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
Access:	Your information can be checked for accuracy by calling (02)4974 2000.

[City of Newcastle](#)

Phone: 02 4974 2000

Address: 12 Stewart Avenue Newcastle West NSW 2302