



ACT
Government

Environment and
Sustainable Development

Planning (Exempt Development) Regulation 2023

Summary of information about exempt development to adjoining residents

What this form is for

You should complete this form if you are proposing:

- Development mentioned in s1.130 (compliant single dwellings) or s1.131 (single dwellings where declaration authorises minor non-compliance); or
- Development mentioned in s1.132 (single dwellings – demolition)

If you are proposing these types of development you are required under section 1.18, schedule 1, *Planning (Exempt Development) Regulation 2023* to give written information about the proposal to each adjoining resident.

Process

1. Complete the form “Information for adjoining resident about proposed exempt development” and if required attach a copy of the site plan, elevation plan and shadow diagrams as required. Give a clear and legible copy of the completed form and each plan to each adjoining resident in at least A4 format. You can do this by placing in the letterbox, by-hand, by email etc.
2. Complete the details below. A copy of both the “information for adjoining resident about proposed exempt development” form including any attachments and this form are required to be included in your application for building approval.

INFORMATION FOR BUILDING CERTIFIER – COMPLIANCE WITH PLANNING (EXEMPT DEVELOPMENT) REGULATION 2023

The information below is provided to demonstrate that s1.18, schedule 1, *Planning (Exempt Development) Regulation 2023* has been complied with.

Proponent Name/s: _____

Unit No: _____

Block/s: _____

District: _____

Section: _____

Street Address: _____

Suburb: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

The following adjoining residences have been provided with a copy of the information form and all relevant plans, such as site plans, elevation plans and shadow diagrams (clearly printed in at least A4).

Street address of adjoining residences <i>Please print</i>	Delivered to Letterbox	Delivered in person	Delivered by other method <i>Please print</i>	Date
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

If there is insufficient space please attach a separate sheet.

Privacy Notice

The personal information on this form is provided to the ACT Government to enable the processing of your application. The collection of personal information is authorised by the Planning Act 2023 and Planning (Exempt Development) Regulation 2023. If all or some of the personal information is not collected EPSDD 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, 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.

Contact Details:

Environment, Planning and Sustainable Development Directorate
Customer Service Centres
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