

**STATUTORY DECLARATION**

**IN THE MATTER of the Evidence Act 1958 And IN THE MATTER of the Planning and Environment Act**

**1987 And IN THE MATTER of Town Planning Application WYP...../.....**

I.....Of.....  
(FULL NAME) (ADDRESS)

.....Postcode.....  
*In the State of Victoria do solemnly and sincerely declare:*

1. (a) That I am the applicant making the above declaration. ( )

Tick One Box

1. (b) That I am the representative for the applicant in the above application. ( )

*That I gave notice of this application Via display of a Notice: on the Land. (Can only be completed after display of sign)*

2. (a) The Notice was physically placed on the land that is the subject of this application on the .....day  
of .....20..... and maintaining the notice in good order and condition for .....days from that date.

2. (b) I now submit Marked with the letter "A" a true copy of the notice referred to in section 2 (a) of this declaration. ( )

**(The A4 size copy of notice is required to be returned with this declaration) ORIGINAL DISPLAYED SIGN SIGHTED BY JP ( )**

3.(a) By forwarding the notice by means of properly addressed pre-paid registered mail  
to;.....  
.....  
.....  
.....

3.(b) Marked with the letters.....to.....respectively are return receipts of notice forwarded by Registered Mail to the  
addresses referred to in section 3 (a) above.

4.(a) By inserting such notice in the.....newspapers on ...../...../200.....

4.(b) Marked with the letters.....respectively are copies of the notice as inserted in the newspaper referred to in 4. (a) ( )

And I make this solemn Declaration conscientiously believing the same true and by the virtue of the provisions of the Act of  
Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury.

..... (Note: must be signed in presence of authorised witness)  
Signature of person making declaration

DECLARED AT .....IN THE STATE OF VICTORIA THIS.....DAY OF .....200.....

BEFORE ME: ..... (Stamp)

- A JUSTICE OF THE PEACE/BAIL JUSTICE,  
FOR THE STATE OF VICTORIA./ AUTHORISED WITNESS
- AUTHORISED WITNESS State Authorisation.....

## **HOW TO COMPLETE THIS DECLARATION**

**This declaration is required under the Planning and Environment Act 1987 as evidence of the advertising that has been undertaken in relation to a Planning Permit application.**

**Step 1: Write the permit application number after the letters WYP at the top of the form. (This number appears on your sign).**

**Step 2: Fill in the name and address of the person making the declaration.**

**Step 3: Tick box 1(a) if you are the applicant listed on the planning permit application or tick box 1 (b) if you are a representative for the applicant.**

**Step 4: Complete sections 2 a & b if you have placed a sign(s) on the subject property and are now returning it to Council. (Shaded Box)**

***NOTE: You must state the date that the sign was first erected and the total days that the sign remained in place at the site. (A minimum of 14 clear days is required under the Act).***

***You may only complete & submit this declaration and have it witnessed after you have finished displaying the sign.***

**• You must produce the A1 size displayed sign(s) for inspection by the Authorised Witness/JP at the time of signing this declaration. After sighting, these will not be retained by Council.**

**Step 5: Complete sections 3 a & b only if you have sent letters by Registered Mail. Attach a separate piece of paper if insufficient space on form. Leave this section blank if Council has undertaken this on your behalf.**

**Step 6: Complete sections 4 a & b only if you have placed notices in newspapers. Leave this section blank if Council has undertaken this on your behalf.**

**Step 7: Sign the declaration in the presence of a Justice of the Peace, Bail Justice, Police Officer or other person authorised for witnessing statutory declarations in Victoria.**

**Step 8: Return the certified declaration and A4 size replica of the sign provided to you to Wyndham City Council Planning Department at Civic Centre 45 Princes Highway, Werribee VIC 3030.**

**The A1 size sign(s) are not required to be returned to Council.**