



Office Use Only / Application Number

Date _____

Application Fee Paid

PO Box 130, Witless Bay, NL A0A 4K0 Tel: 709-334-3407 office@townofwitlessbay.ca

Renovations Application

Applicant(s):

FIRST NAME

LAST NAME

Civic Address:

STREET NAME AND NUMBER

Applicant Mailing Address (if different from above):

PO BOX / CIVIC #

STREET

TOWN

PROVINCE/STATE

POSTAL/ZIP CODE

Contact Information:

Home Phone: _____

Cell: _____

Email Address: _____

I, _____, solemnly declare that the plans, specifications, and statements herein conform to the requirements of the Town of Witless Bay and are made with full knowledge of the circumstances connected with same. I declare that all regulations will be complied with now in force or which may hereafter come into force in the Town of Witless Bay, whether specified herein or not. I make this solemn declaration, believing it to be true, and knowing that it is of the same force and effect as if made under oath.

DATE

Applicant Signature

DATE

Property Owner Signature (If property is not owned by Applicant)

PLEASE NOTE: APPLICATION WILL NOT BE CONSIDERED UNLESS ALL REQUIRED INFORMATION AND SUPPORTING DOCUMENTATION ARE PROVIDED, AND THE APPLICATION FEE PAID.

PROJECT INFORMATION

Description of Renovation(s): _____

Estimated Value of Renovations: \$ _____

Square Footage of Building Being Renovated: _____

PLEASE REVIEW & SIGN

Collection, Use and Disclosure of Personal Information

Personal information means recorded information about an identifiable individual, including the individual’s name, address, or telephone number. The full definition of personal information can be found in Section 2 (u) of the Access to Information and Protection of Privacy Act, 2015 (ATIPPA).

We may collect and retain personal information for several reasons, including:

- Permit Applications
- To communicate with you
- Tax collection

Any personal information will be collected in compliance with ATIPPA. Information will only be used for the intended purpose, or another use authorized by ATIPPA.

You should be aware that under these guidelines, personal information you provide may be disclosed in the following documents:

- An Access to Information Request, where the disclosure would not be an unreasonable invasion of privacy.
- As per Section 50 of the *Towns and Local Service Districts Act*, the following documents shall be made available for public inspection during the normal business hours:
 - a) adopted minutes of the council
 - b) assessment rolls
 - c) regulations
 - d) municipal plans
 - e) opened public tenders
 - f) financial statements
 - g) auditor's reports
 - h) adopted budgets
 - i) contracts
 - j) orders
 - k) permits; and
 - l) Rep. by 2000 c16 s2
 - m) all other documents tabled or adopted by council at a public meeting.

Signing of this document provides acknowledgement that you have read and understand the requirements of the ATIPPA legislation.

Print Name: _____

Signature: _____

Date: _____