Exemption for a residential annex (Regulations 42A and 42B)

Important note: all of the steps below must be complied with to avoid the loss of the exemption or the imposition of a surcharge

1. The person submits claim to collecting authority *(Form 8)*
2. Collecting authority notifies claimant of decision
3. The relevant person(s) submits a commencement notice *(Form 6)*
4. Collecting authority acknowledges receipt of commencement notice
5. Commencement

- The exemption is lost if the development commences before the collecting authority notifies its decision
- A surcharge will be imposed for failure to submit a commencement notice before building works begin.
- It is the applicant’s responsibility to ensure the commencement notice has been received by the collecting authority before they start the development.