

DevelopTT – Change/Transfer of Applicant

IMPORTANT:

Read all instructions/details before completing the Form.

1. The named Applicant(s) [referred to as “*the Current Applicant*”] on any DevelopTT submitted application, is allowed to change/transfer the application to another profile [referred to as “*the New Applicant*”]. This request must be made to the Helpdesk Team. Only the Current Applicant stated on the application is allowed to request this change/transfer.
2. Once completed and resubmitted, “Change/Transfer requests” will be processed within two (2) business days.

DEFINITIONS:

“*Landowner*” - The person(s) holding legal ownership of the title to the land where tenure is leasehold or freehold.

“*Agent*” - A person acting on behalf of the landowner to undertake an application for planning permission.

Requirements:

1. The completed and signed “Change/Transfer of Applicant Form”. Note, you are required to physically sign the form.
2. Two forms of National Identification are required.
3. All Agents MUST attach written authorization from the Landowner when requesting change/transfer of the application.

NOTE:

By signing this Form, you are transferring the ownership of the Application from the registered Current Applicant to another registered Applicant, who will be considered the New Applicant.

MANDATORY INFORMATION:

Current Application Details

1	Application Reference Number	
2	Application date of submission DD/MMM/YYYY	
3	State reason(s) for Change owner request	

Current Applicant Details

1	Name of the Applicant	
2	TTconnect ID number	
3	Contact information	
	Telephone:	
	Email (used on DevelopTT)	

New Applicant Details:

Please tick the appropriate box:

The Landowner or **Agent?**

1	Name of the New Applicant:	
2	TTconnect ID number for New Applicant:	
3	Contact Information	
	Telephone:	
	Email (used on DevelopTT)	
4	Applicant ID Number type:	
	Applicant ID Number type:	

Name (BLOCK LETTERS):

Signature:

Date Submitted:

FOR OFFICIAL USE ONLY

Date received:

Date processed:



Details: