

# APPLICATION FOR CERTIFICATE

APPLICANT DETAILS			
Title:	Given Name(s)	Surname / Last Name	
<input type="text" value="Mr/Mrs/Ms/Dr"/> <input type="text" value="Other:"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Company name: <input style="width: 100%;" type="text"/>			
Contact Address:			
Unit	/	House Number	
<input style="width: 50px;" type="text"/>	/	<input style="width: 50px;" type="text"/>	- <input style="width: 50px;" type="text"/>
Street or PO Box: <input style="width: 100%;" type="text"/>			
Suburb:	<input style="width: 150px;" type="text"/>	State: <input style="width: 50px;" type="text"/>	Postcode: <input style="width: 70px;" type="text"/>
*Daytime Phone:	<input style="width: 100px;" type="text"/>	*Fax: <input style="width: 100px;" type="text"/>	*Mobile: <input style="width: 100px;" type="text"/>
*Email: <input style="width: 100%;" type="text"/>			
Method of Payment (please tick): <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card (complete section below if credit cardholder is not the applicant).			
The cardholder authorises payment for the amount specified. In the event of a refund the cardholder will be the recipient of the funds.			
_____ Cardholder's Printed Name		_____ (Date)	
_____ Cardholder's Signature			
* Voluntary information only. (Assists with timely processing of your application. See Privacy and Personal Information Act statement)			

PROPERTY DETAILS
Property Location: _____
Legal Description (i.e. Lot/DP): _____
Owner: _____

**PRIVACY AND PERSONAL INFORMATION ACT 1998**

Your personal information is being collected to process this application. The supply of personal contact information by you [marked with an asterisk (\*)] is voluntary. If you cannot provide or do not wish to provide this information, the Council may not be able to process your application. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. This application form and the information contained in it is accessible to the public upon enquiry, noting that information contained within a credit card authority form, where applicable, is not held by Council after the transaction is processed and the authority form is destroyed.

OFFICE USE ONLY	
Receipt No.: _____	Assessment No: _____
Date: _____	<input type="checkbox"/> Photocopy taken for relevant Department
Details Checked By: _____	

### CERTIFICATE DETAILS

- \$53** **Planning Certificate Section 10.7(2)** (previously s. 149(2)) - Contains information required to be provided in accordance with the *Environmental Planning and Assessment Act 1979*  
*Receipt Code: 74*
- \$133** **Planning Certificate Sections 10.7(2) and (5)** (previously s. 149(2) and (5)) - As above, plus additional advice on other relevant matters affecting the land which Council is aware of  
*Receipt Code: 75*
- \$166** **Urgency Fee** - For issue of Planning Certificate within 24 hours  
*Receipt Code: 235*
- \$80** **Section 603** (previously Section 160) - Rates and Charges (Council will only provide an update for the current rating year)  
*Receipt Code: 77*
- \$110** Combined Outstanding Health and building Notices Certificate under **Section 735A** of Local Government Act and Outstanding Notices or Orders under **Section 121ZP** of the Environmental  
*Receipt Code: 73*
- \$30** Planning and Assessment Act
- \$35** **Section 308 and 309 of Protection of the Environment Operations Act (POEO)** - information on Public Register regarding Notices.  
*Receipt Code: 45 - 1050101.1756.030*
- \$10** **Section 88G Conveyancing Act Certificate** (with inspection)  
*(Include a copy of Terms of Positive Covenant with this application.)* *Receipt Code: 214*
- \$68** **Section 88G Conveyancing Act Certificate** (without inspection) *Receipt Code: 214*  
**Urgency Fee** - For issue of Section 88G Certificate within 24 hours *Receipt Code: 214*

### ISSUE OF CERTIFICATE DETAILS

- Post : \_\_\_\_\_
- Collection (*Contact Name*): \_\_\_\_\_ (*Contact Number*) \_\_\_\_\_
- Owner: \_\_\_\_\_

### LODGEMENT INFORMATION

#### Method of Lodgement

It is recommended that applications be submitted in person at Civic Centre, Mosman Square, Spit Junction, to avoid time lost in the event of incomplete applications and the need to return them by post.

**For privacy and security reasons payment is prohibited by credit card via email transmission.**

Applications that are lodged by post should be addressed to The General Manager at:

PO Box 211 SPIT JUNCTION NSW 2088

Fax: 02 9978 4299

#### Further Information

If you require further information on completing this form, Council may be contacted on 9978 4000 between 8.30am and 5.00pm Monday to Friday.

### DECLARATION

The details provided by me are correct and I have read and understand all information provided in this application.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

# CREDIT CARD AUTHORITY FORM



**This form is to be submitted in conjunction with the application form.**

**Refer to application form for Method of Lodgement**

**This credit card authority form is destroyed after the transaction is processed and no information contained therein is retained by Council.**

**Credit Card Details - Council Payment Fax No. (02) 9978 4299**

**This form cannot be emailed to Council.**

Please charge my  American Express  Master Card  Visa

Card number

Card holder's name  Expiry Date  /

Amount \$  Phone (  )  daytime

Signature

**Please note that Master Card, VISA and American Express incur a 1% service fee.**

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