



BELLINGEN  
SHIRE COUNCIL

## APPLICATION FOR CERTIFICATES

### 1. Applicant Details

It is important that Council can contact you if more information is required. Please provide as much detail as possible.

Mr  Ms  Mrs  Dr  Other: \_\_\_\_\_

Given name/s

Surname

Company/organisation

ABN

Postal address

Suburb or town

State

Postcode

Daytime telephone

Mobile

Email address

Applicant Reference

How would you like to receive your certificate?

Post

Email

Do you require a payment receipt?

Yes

No

### 2. Certificate Requirements (please tick / includes fees and charges)

<input type="checkbox"/> Planning Certificate (2) (EP&A Act)	\$ 62.00	<input type="checkbox"/> Sewer Diagram (Single property)	\$ 53.00
<input type="checkbox"/> Planning Certificate (2 & 5) (EP&A Act)	\$156.00	<input type="checkbox"/> Certificate Reproduction	\$ 40.00
<input type="checkbox"/> Urgency Fee (+ Planning Certificate Fee)	\$165.00	<input type="checkbox"/> Approvals	\$ 17.90
<input type="checkbox"/> Outstanding Notices Certificate (Local Gov Act)	\$156.00	<input type="checkbox"/> Rating Certificate (Sec 603 Local Gov Act)	\$ 95.00
<input type="checkbox"/> Urgency Fee (+ Outstanding Notices Fee)	\$146.00	<input type="checkbox"/> Urgency Fee (+ Rating Certificate Fee)	\$ 78.00
<input type="checkbox"/> Outstanding Orders Certificate (EP&A Act)	\$146.00	<input type="checkbox"/> Special Water Meter Reading	\$122.85
<input type="checkbox"/> Urgency Fee (+ Outstanding Orders Fee)	\$146.00	<input type="checkbox"/> Urgency Fee (+ SWMR Reading Fee)	\$ 71.00
<input type="checkbox"/> Outstanding Notices & Orders Certificate (Combined)	\$268.00	<input type="checkbox"/> 305 Certificate of Compliance (Sec 307 Water Management Act)	\$ 59.00
<input type="checkbox"/> Urgency Fee (+ Combined Outstanding Notices & Orders Fee)	\$224.00		

### 3. Property Particulars

House No:  Street Name:  Suburb:

Lot / Portion No:  DP / SP No:  Section:

Owner/s Name:

AF #: (Section 307 only)  DA Date of Consent:

#### 4. Payment details

My cheque / money order for \$ \_\_\_\_\_ is enclosed **OR**

Please charge my Visa or Mastercard for \$ \_\_\_\_\_  
(Phone Customer & Business Services on (02) 6655 7300 to arrange payment).

**PLEASE NOTE:**

- Your application will not be processed until full payment is received.

#### 5. Privacy and personal information protection notice

- This information is voluntarily required to process your request and will not be used for any other purpose without seeking your consent, or as required by law;
- Your information may comprise part of a public register related to this purpose;
- Your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- Your personal information can be accessed and corrected at any time by contacting this Council.

#### 6. Applicant Signature

I declare that to the best of my knowledge all particulars supplied are correct and complete. I understand that inaccurate or false statements may cause my application to be delayed or rescinded.

*For 305 Certificate of Compliance Applicants only:*

I wish to apply for a Compliance Certificate issued under Part 2 Division 5 Section 307 of the Water Management Act, 2000 relating to the provision of water and/or sewer works for the land described above. I understand I may be required to contribute towards the cost of water and/or sewer works and/or satisfactorily construct water and/or sewer works as identified by Council prior to the issue of the Certificate.

**Signature:** ..... **Date:** ...../...../.....

#### INFORMATION GUIDE: Buying or Selling a Property

This information is a guide only about the types of certificates that you may need to obtain from Council when buying or selling a property. You should always seek legal advice or consult your agent regarding your exact requirements.

**Sewer Diagram** – Under the Conveyancing (Sale of Land) Regulation 2017 a diagram for the land from a recognised sewerage authority (if available from the authority in the ordinary course of administration) that purports to show the location of the authority's sewer in relation to the land is required to be attached to a contract of sale. Council issues these diagrams in its role as the local sewerage authority. A sewer diagram may show the location of the property's external service lines and the location of Council's sewer mains. For properties that are not connected to Council's sewer infrastructure, a letter will be issued indicating that it may be serviced by an on-site sewage management system.

**Planning Certificates** – Under the Conveyancing (Sale of Land) Regulation 2017 a Planning Certificate is required to be attached to a contract of sale. A Planning Certificate provides information on the key planning policies that affect how a particular property can be used, and some of the constraints that might need to be considered. The detail which must be included in a Planning Certificate (2) is specified by Schedule 4 of the Environmental Planning and Assessment Regulation 2000, and this includes matters such as the zoning of the land, permissible and prohibited uses, the planning instruments that apply on that land, and whether it is prone to bushfire or affected by flooding controls. The Planning Certificate (5) is obtainable at an extra cost, however cannot be obtained independently of a Planning Certificate (2). It provides extra information that Council considers may be of value to potential purchasers. Obtaining a Planning Certificate (5) is particularly important when purchasing a rural property as it confirms whether a dwelling can be legally built on the land.

**Outstanding Notices Certificate** – Under Section 735A of the Local Government Act 1993, a person may apply to Council for a certificate as to whether there are any outstanding notices issued by the Council under this Act in respect of any land within Council's area.

**Outstanding Orders Certificate** – Under the Environmental Planning and Assessment Act 1979 a certificate can be applied for to ascertain as to whether there are any outstanding orders served in respect to development or construction matters on the property.

**Rating Certificate** – Under Section 603 of the Local Government Act 1993 a person may apply to Council for a certificate as to the amount (if any) due or payable to Council, by way of rates, charges or otherwise, in respect of a parcel of land.

**Special Water Meter Reading** – When purchasing a new property, you may wish to obtain a special water meter reading prior to settlement to avoid being billed for water usage from the previous occupants.

**305 Certificate of Compliance** – Issued by Council under Section 307 of the Water Management Act 2000 once applicable conditions have been complied with (payment of fees and water and/or sewer contributions and the satisfactory completion of works).

**NOTE: The legislative requirement for issue of certificates is 'as soon as practicable' however Council attempts to issue certificates within 5 - 10 business days. If an urgency fee is paid, certificates will be issued within 48 hours of receipt of the Application.**

#### OFFICE USE ONLY

Date received:  Receipt #:  Amount: