

**About this Form****Use our online portal to request your certificate and pay by credit card.**

You can use this form to make an enquiry, or request a Certificate for a property within the Council boundaries.

**How to complete this form**

- 1 [You can submit online using the Online Portal.](#)
2. Use this form for cheque payments only
- 4 Select the certificates and/or information you are applying for.

**Property Details**

Lot Portion\*

Deposited/Strata Plan Number\*

Section Number\*

Unit No. / House No. / Street Name\*

Suburb/Town\*

Postcode\*

Nature of property (e.g. vacant land, house, unit)\*

**Applicant Details**

Applicant(s) Surname/Company\*

Given Names\*

Postal Address\*

Suburb/Town\*

State\*

Postcode\*

Contact Number

Email Address

Applicant(s) Reference Number / Contact Name

**Owners Details**

Applicant(s) Surname/Company\*

Given Names\*

Postal Address\*

Suburb/Town\*

State\*

Postcode\*

**Office Use Only**

Application Number

Total Fees Paid

Receipt Number

Date

## Certificate/Information Selection

Application is made for:	Cost:
<input type="checkbox"/> Planning Certificate - Section 10.7 (2)	\$ 62.00
<input type="checkbox"/> Planning Certificate - Section 10.7 (2) & (5)	\$ 156.00
<input type="checkbox"/> Rates & Water Certificate - Section 603	\$ 100.00
<input type="checkbox"/> Certificate as to Orders and Notices - EP & A Act and LG Act	\$ 100.00
<input type="checkbox"/> Outstanding Weeds - Biosecurity Act 2015 Clause 28(2) Schedule 7	\$ 200.00
<input type="checkbox"/> <b>Urgency fee (additional)</b>	\$ 100.00

Email Address

## Applicant's Consent

Council will not process an application that is incomplete or non-complying with lodgement requirements.

- I understand if the information is incomplete, the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted may be void.
- I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application.

Applicant's Name\*

Date\*

## How to lodge this form

Completed form can be:

- saved and then emailed to [council@midcoast.nsw.gov.au](mailto:council@midcoast.nsw.gov.au). Payment by credit card or EFT can be arranged; or
- forwarded by post with payment; or
- lodged at our Customer Service Counter - Monday to Friday (excluding Public Holidays).

**Privacy:** This information is required to process your request and will not be used for any other purpose without seeking your consent, or as required by law. Your application will be retained in our Records Management System and disposed of in accordance with current legislation. Your personal information can be accessed and corrected at any time by contacting us.