



INNER WEST COUNCIL

Planning Certificate Request Form

About this form:	Planning Certificate request form under the <i>Environment Planning and Assessment Act 1979 - Section 10.7 (2) and (5)</i>
How to complete:	<ol style="list-style-type: none"> 1. Ensure that all fields have been filled out correctly. 2. Once completed, please refer to the lodgement details section for further information.

Applicant's Details

Salutation: (please tick)	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other (please specify)
Family or Company Name:				
Given Name:		Surname:		
Email:				
Street address:		Postcode:		
Suburb:				
Phone number:		Mobile:		

Property Address

Customer Reference Number:				
Street address:	House/ Unit number:	Street:		
Suburb:		Postcode:		
Legal description:	Lot:	Section:	DP/SP:	
Owner:	Name:	Address:		

Instructions for Collection

Telephone for pickup collection	

Fees and Charges

Section 10.7 (2) Planning Certificate Provides planning information such as zoning and includes complying development information.	\$53.00
Section 10.7 (2) and (5) Certificate - Planning certificate, Environmental Planning and Assessment Act 1979 Includes information available in s 10.7(2) and additional information affecting the land where Council has information available.	\$133.00
Urgency fee for Section 10.7 Planning Certificates required within 48 hours - additional	\$197.30
Refund Processing Fee for Urgent Applications	\$71.75
Refund Process Fee for all other Applications	\$30.25



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Important information

Please note this application form will not be processed unless all information is completed and payment is provided.

- Certificate will be available within 5 working days of the application being receipted.
- Please note Section 10.7(5) cannot be applied for separately.
- Where a certificate is being purchased to inform the issue of a complying development certificate, it is recommended that a section 10.7(2) and (5) certificate be obtained as it may contain relevant additional information, for example the location within Aircraft Noise Exposure Forecast (ANEF) contours.
- It is the applicant's responsibility to ensure the information provided on this form is accurate and complete.

Applicant's signature:

Date:

/ /

Privacy statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about your privacy please contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at council@innerwest.nsw.gov.au or write to us at P.O. Box 14, Petersham, NSW 2049.

How to lodge

Lodging an application requires a completed application form.

All relevant information and the payment of the required fee (where a fee applies).

Application will be checked at lodgement to ensure the required information is provided.

Incomplete/illegible applications will not be accepted and will be returned to you.

Lodge by email: council@innerwest.nsw.gov.au

Lodge in person: Inner West Council's Customer Service Centres:

- Ashfield – 260 Liverpool Road Ashfield
- Leichhardt – 7-15 Wetherill Street Leichhardt



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- Petersham – 2-14 Fisher Street Petersham

Opening hours: Monday-Friday, 8:30am-5:00pm

www.innerwest.nsw.gov.au/ContactUs

Cashiering: 8:30am to 4:30pm.

Lodge by mail: Inner West Council, PO Box 14, Petersham NSW 2049

Fees and charges: Visit this page: www.innerwest.nsw.gov.au/develop/development-support/planning-certificates

Cheques are to be made payable to: Inner West Council

Credit card: Please use the Inner West Council credit card payment form.

Office use only

Checked by officer:		Receipt number:	
Date:		Amount paid:	\$
Record number (if applicable):		Cashier code:	
Customer number (only for CRM related forms):		Initial of officer:	