

## Application for Section 88G Certificate

*Section 88G of the Conveyancing Act 1919*

<b>About this form</b>	Use this form to apply for a Section 88G Certificate, under the Conveyancing Act 1919.
<b>How to complete</b>	<ol style="list-style-type: none"> <li>1. Ensure that all fields have been filled out correctly.</li> <li>2. Please print clearly</li> <li>3. Once completed, please refer to the <i>How to Lodge</i> section for further information.</li> </ol>

Section 1: Property Address					
Unit No.		House No			
Street Name					
Suburb		Post Code			
Lot No		Deposit/Strata Plan No		Section	

Section 2: Mandatory Documents
to be supplied with all applications as separate documents, in pdf format, with clear file names
<input type="checkbox"/> Application form – a signed copy of the application form.
<input type="checkbox"/> Copy of Title Information / 88B Instrument for the subject property.

Section 3: Applicant's Details or Company and Representatives			
Salutation (✓)	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify)		
First name		Surname	
Position			
Company name		ABN No	
Email			
Phone number		Mobile	
Mailing Address			
Suburb		Postcode	

Section 4: Owner's Details	
Are you the current owner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Family Name(s) or Company Name	
Given Name	Contact person (if a company)

Section 5: Section 88G Application Fee			
Description	Fee \$	Quantity	Charge \$
Section 88G (of Conveyancing Act) Certificate per item	\$10.00	1	\$10.00
<b>Total</b>		<b>1</b>	<b>\$10.00</b>
Council will advise of any additional fees after assessment, with payment required prior to a certificate being issued.			
Section 88G (of Conveyancing Act) Certificates (requiring inspection) per item	\$35.00		\$35.00

Section 6: Applicant's Declaration	
<ul style="list-style-type: none"> <li>I declare that all the information in the application is to the best of my knowledge, true and correct</li> <li>I understand that if the information is incomplete, the application may be delayed/ rejected or more information may be requested and accept delays in processing may arise out of any inadequacies in the material submitted in support of the application</li> <li>I acknowledge that if the information provided is misleading, any certificate issued 'may be void'</li> <li>I declare that any electronic data provided is a true copy of all plans and associated documents submitted with this application.</li> <li>I declare that any electronic data is not corrupted and does not contain any viruses</li> <li>I understand that Council will not commence processing of my application until such time as fees are paid. I agree to pay the fees within 7 days of receipt of an invoice from Council. I understand that if the fees are not paid, the application will be rejected and returned to me.</li> </ul>	
Applicant's signature	Date <span style="float: right;">___/___/___</span>

## 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](mailto: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 mandatory documents, all relevant information and payment of the required fees.

**From 27 April 2020, applications can be lodged online on Council's website at:**

[www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service](http://www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service)

- For applications being lodged in person or by mail, all documents must be contained on a USB device.
- All documents including plans must be submitted as separate PDF files, viewable in Adobe Acrobat – each document with clear (descriptive) file names.
- Security settings (including passwords and editing restrictions) must not be applied to electronic documents.
- Files larger than 5MB should be separated logically and supplied as separate PDF files.

**Lodge online:** [www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service](http://www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service)

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

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

- Ashfield – 260 Liverpool Road Ashfield.
- Leichhardt – 7-15 Wetherill Street Leichhardt.
- Petersham – 2-14 Fisher Street Petersham.

**Opening hours:** Monday-Friday, 8:30am-5:00pm [www.innerwest.nsw.gov.au/ContactUs](http://www.innerwest.nsw.gov.au/ContactUs)

**Cashiering:** 8:30am-4:30pm.

**Fees and charges:** This form does not necessarily include a comprehensive list of the fees that may be applicable. Council will advise you of any additional fees after assessment of the application and payment will be required prior to any approval. Find fees and charges on the Council website: [www.innerwest.nsw.gov.au/FeesAndCharges](http://www.innerwest.nsw.gov.au/FeesAndCharges)

**Cheques are to be made payable to:** Inner West Council