

Date Received
Receipt Number
Receipt Total
Property File

Application for Certificates – 2025/2026

Note: Each lot and DP will need a separate application

Location of subject land	
Property/Street Number	
Street	
Town/Locality	
Property/Building Name	
Nearest Cross Street	
Nature of Property <i>eg dwelling, shop, vacant land, rural property with 'x' houses etc.</i>	
Formal Land Title Description	
Lot	
Section	
DP	
Area	
Parish:	
County	
Necessary Supporting Information	
Owner(s) Name	
Address	
Application Contact Details	
Name	
Postal Address	
Phone	
Email	
Your Reference	
Contact Person	
Date Ordered	
Delivery of Certificates	
Please indicate how you wish the certificates to be delivered after issue by Council.	
☐ To Be Collected	☐ To Be Posted
☐ To Be Emailed	

Certificate(s) Required *(Please tick the appropriate boxes)*

TYPE OF CERTIFICATE	CODE	FEE	Certificate Required
Section 10.7 (2) Planning certificate under EP & A Act 1979 – provides statutory information	102	\$71.00	☐
Section 10.7 (5) (must be purchased with 10.7(2)) Planning certificate under EP & A Act 1979 – provides additional advice on matters affecting the land plus statutory information (if ordered separate to 10.7 (2) only available to original applicant and within 4 weeks of 10.7(2) certificate being issued)	102	\$107.00	☐
Internal Drainage Diagram Plan showing the location of any recorded Council building sanitary drainage diagram/septic	102	\$55.00	☐
External Drainage Diagram Plan showing the location of any recorded Council sewer reticulation and connection - properties within town limits	102	\$55.00	☐
Urgency Fee (10.7 Planning Certificates only)	102	\$60.00	☐
Section 121ZP Outstanding Notices ☐ Certificate under the EP & A Act 1979 – provides details of any outstanding notices / orders issued by Council under that Act	102	\$84.00	☐
Section 735A Certificate ☐ Certificate under the LG Act 1993 – provides details of any outstanding notices / orders issued under that Act	102	\$84.00	☐
Outstanding Notices Request for the supply of information concerning any outstanding notices / orders issued by Council in relation to the subject nominated Acts ☐ Public Health Act 2010 ☐ Food Act 2003 ☐ Protection of the Environment Operations Act 1997 ☐ Swimming Pools Act 1992	461	\$84.00 each	☐
Food Shop Inspection Request for Council to carry out inspection of a food premises (except a butcher) to determine compliance with the Food Act 2003	461	\$169.00	☐
Inspection Fee for Outstanding Notices	461	\$154.50	☐
Existing Sewage Management System (OSSMS) Condition Report <i>(includes inspection)</i>	461	\$252.00	☐
Inspection Fee if required	459	\$181.00	☐
Building Information Certificate Class 1 & 10 – fee for BIC other fees may be payable for class of building as per Councils adopted Fees and Charges	459	\$250.00	☐

Sewerage Connection available only in Coolah, Dunedoo, Coonabarabran and Baradine within town limits

TOTAL AMOUNT TENDERED IN PAYMENT \$ _____

Applicant's Signature _____ **Owner's Consent** _____
(Required for requests for Food Shop Inspections)