



# CAMDEN COUNCIL

PO Box 183 Camden NSW 2570 DX 25807  
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[www.camden.nsw.gov.au](http://www.camden.nsw.gov.au) ABN: 31 117 341 764

Please contact our Customer Relation team on 02 4654 7777  
 for your nearest Camden Council location and operating hours.

### OFFICE USE ONLY:

Paid \_\_\_\_\_  
 Receipt # \_\_\_\_\_  
 Officer \_\_\_\_\_  
 Date \_\_\_\_\_  
 EFT/Credit  CHQ  Cash

## APPLICATION FOR CERTIFICATES

Financial Year 2017-2018

Tick	PLANNING & ZONING INFORMATION	FEE	CODE
	Section 149 (2) (per lot)	\$53.00	185
	Section 149 (2) and (5) (per lot) additional information	\$133.00	185
	Additional Fee for Urgent 149 (within 24 Hrs - per Lot)	\$75.00	186

Tick	RATES INFORMATION	FEE	CODE
	603 Certificate <i>Turn-around 7-10 days</i>	\$80.00	30
	Additional Fee for Urgent 603 (within 4 Hours)	\$60.00	31

Tick	OTHERS	FEE	CODE
	Geotech – Written Statement	\$69.00	36
	Outstanding Notices	\$118.00	195
	Noxious Weeds	\$133.00	135
	Flood Certificate	\$169.00	222
	88G Certificate Job 310.4650.1049.267	\$30.00	

PLEASE USE BLACK PEN ONLY

### How do you wish to receive the Certificate:

- Returned by Email       Collected  
 Returned by DX       Returned by Mail

### SECTION 1: DETAILS OF APPLICANT

Name/Company: .....

DX Address: .....

Postal Address: .....

Telephone No: ..... Fax No: ..... Mobile No: .....

Applicant Reference: ..... Contact name: .....

**Please print email address clearly:** .....

### SECTION 2: PROPERTY DETAILS

PROPERTY DETAILS: Lot: ..... Section: ..... DP / SP: .....

House No: ..... Street: ..... Suburb: .....

NATURE OF PROPERTY: vacant land/house/unit: .....

VENDORS FULL NAME: .....

PURCHASER/S FULL NAME: ..... Phone: .....

NEW SUBDIVISIONS: where lot is part of a recent subdivision, details of land before subdivision are requested

Subdivider: .....

Lot: ..... Section: ..... DP / SP: .....

### SECTION 3: CREDIT CARD AUTHORISATION

– These details will be destroyed once payment is processed

Type of Credit Card (please tick)     MasterCard     Visa Card    **Merchant Service Fee 0.65%**

Account number   

Name on card: .....      Expiry Date \_\_\_ / \_\_\_

Cardholder's Signature: .....      Date: .....



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## IMPORTANT INFORMATION

Section 149 Planning Certificates are issued in accordance with the Environmental Planning & Assessment Act 1979. They contain information on how a property may be used and the restrictions on development. A person may request a 149 certificate to obtain information about his or her own property but generally a 149 certificate will be requested when a property is to be redeveloped or sold. When land is bought or sold the Conveyancing Act 1919, requires that a Section 149 Planning Certificate be attached to the contract for sale.

### TYPES OF CERTIFICATES

Camden Council's Planning Certificates are issued under Section 149 (2) and 149 (5) of the Environmental Planning and Assessment Act (EP&A) 1979. Information to be disclosed on a Section 149 (2) Planning Certificate is specified under the EP&A Regulation 2000 (Schedule 4) and includes the following where relevant:

- Names of relevant planning controls  
ie SEPP's, LEP's, REP's, DCP's
- Zoning and land uses under the planning control
- Critical habitat
- Heritage Information
- Land reserved for acquisition
- Coastal Protection
- Mine subsidence
- Road widening and road realignment
- Council and other public authority policies on hazard risk restrictions
- Section 94 Contributions Plans
- Matters arising under the Contaminated Land Management Act, 1997

The Section 149 (5) Planning Certificate provides additional advice eg, other relevant information.

Flood Certificates provide additional flooding information to Section 149 (2) and Section 149 (5) including detailed mapping when available.

### FEES – Planning and Zoning Information

The following fees have been set under the Environmental Planning and Assessment Regulation 2000 and apply when obtaining a Section 149 (2) and (5) Planning Certificate:

- \$53.00 for a Section 149 (2) Planning Certificate
- \$133.00 for a Section 149 (2) and (5) Planning Certificate

Camden Council charges an additional \$75.00 urgency fee (per lot) for 24 hour collection from date of receipt by Council.

### PROCESSING TIMES

Once Council receives your request with correct payment attached, the Certificate will be processed. Council will aim to process the Certificate within the below time frames, if all the information received is accurate and no additional information is required.

- Planning 149 Certificate within 5 working days and 603 Certificate within 7-10 working days
- Flood Certificate within 15 working days

### OBTAINING CERTIFICATES

Fill out the Application Form and send to The General Manager, Camden Council, PO Box 183, Camden NSW 2570 or Fax: 4654 7829. Need help filling out your application: Call Customer Service (02) 4654 7777 or come in and talk to us.

Payment of the correct fees must be attached with application.

### MERCHANT SERVICE FEES

All credit card transactions attract a fee called a "**Merchant Service Fee**". The credit card companies charge this fee as a percentage of the payment amount. Due to changes in Government legislation organisations including Councils are now able to pass the cost of accepting credit cards to the consumer at the time of payment. **As from 1<sup>st</sup> July 2013 all payments made by a Credit Card will incur a fee of .65%.** If you require further information please contact the Rates department on (02) 4654 7777.