

## APPLICATION FOR CERTIFICATES

Financial Year 2021-2022

Tick	PLANNING & ZONING INFORMATION	FEE	CODE
	Section 10.7 (2) (per lot)	\$62.00	185
	Section 10.7 (2) and (5) (per lot) additional information	\$156.00	185

Tick	RATES INFORMATION	FEE	CODE
	603 Certificate (turnaround 5 working days)	\$85.00	30
	Additional Fee for Urgent 603 (within 4 Hours)	\$61.00	31

Tick	OTHERS	FEE	CODE
	Outstanding Notices	\$120.00	36
	88G Certificate WO 527.398.119	\$30.00	222

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

- ☐ Returned by Email
 ☐ Collected
 ☐ Returned by Mail

PLEASE USE BLACK PEN ONLY

### SECTION 1: DETAILS OF APPLICANT

Name/Company .....  
 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/DP/SP: .....

### SECTION 3: PAYMENT METHOD - Please indicate preference

☐ **Over the phone** - a member of our Customer Relations Team will call you to take your credit card payment when processing your application/request. Payment name and contact:

Contact Name ..... Contact number .....  
☐ **Via Mail** - Please attach cheque or money order to your mailed in application/request. If emailing your application/request, payment over the phone is preferred to avoid unnecessary delays or alternatively, pay in person as per below.  
☐ **In Person** - to make payment in person attend Council's Customer Service Hub at:  
 - Camden Council (main office) - 70 Central Ave, Oran Park

Payment methods include cheque, money order, EFTPOS and credit card.  
**Note: All credit card transactions have a .71% Merchant Service Fee applicable**

## IMPORTANT INFORMATION

Section 10.7 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 Section 10.7 Planning Certificate to obtain information about his or her own property but generally a Section 10.7 Planning 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 10.7 Planning Certificate be attached to the contract for sale.

### TYPES OF CERTIFICATES

Camden Council's Planning Certificates are issued under Section 10.7 (2) and Section 10.7 (5) of the Environmental Planning and Assessment Act (EP&A) 1979. Information to be disclosed on a Section 10.7 (2) Planning Certificate is specified under the EP&A Regulation 2000 (Schedule 4) and includes the following where relevant:

- Names of relevant planning controls  
i.e. SEPPS's, LEP's, REP's DCP's
- Zoning & land uses under the planning control
- Critical habitat
- Heritage Information
- Land reserved for acquisition
- Road widening & road realignment
- Council & other public authority policies on hazard risk restrictions
- Section 7.11 Contributions Plans
- Matters arising under the Contaminated Land Management Act, 1997

The Section 10.7 (5) Planning Certificate provides additional advice e.g. other relevant information.

Flood Certificates can be ordered online and provide additional flooding information to Section 10.7 (2) and Section 10.7 (5) including detailed mapping when available.

Verbal updates are only available for 603 certificates for three (3) months following the date of issue of the certificate.

### 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 10.7 (2) and (5) Planning Certificate:

- \$62.00 for a Section 10.7 (2) Planning Certificate
- \$156.00 for a Section 10.7 (2) and (5) Planning Certificate

### 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.

- Section 10.7 Planning Certificate within 3-5 working days
- Section 603 Rates information certificate within 5 working days

### OBTAINING CERTIFICATES

Fill out the Application Form and send to The General Manager, Camden Council, PO Box 183, Camden NSW 2570 or Email: [mail@camden.nsw.gov.au](mailto:mail@camden.nsw.gov.au). 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. **All payments made by Credit Card will incur a merchant service fee.** If you require further information, please contact Customer Relations on (02) 4654 7777.

**To apply for a certificate online, visit Council's website. The online form can be located under Payments & Forms, Forms A-Z, Application for Certificates**

#### OFFICE USE ONLY:

Paid \_\_\_\_\_

Receipt # \_\_\_\_\_

Officer \_\_\_\_\_

Date \_\_\_\_\_

☐ EFT/Credit

☐ CHQ