



CAMDEN COUNCIL

PO Box 183 Camden NSW 2570 DX 25807
 Telephone 02 4654 7777
 Email: mail@camden.nsw.gov.au
www.camden.nsw.gov.au ABN: 31 117 341 764

Please contact our Customer Relations 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 2019-2020

Tick	PLANNING & ZONING INFORMATION	FEE	CODE
	Section 10.7 (2) (per lot)	\$53.00	185
	Section 10.7 (2) and (5) (per lot) additional information	\$133.00	185
	Additional Fee for Urgent Section 10.7 (within 24 Hrs - per Lot)	\$75.00	186

Tick	OTHERS	FEE	CODE
	Geotech – Written Statement	\$73.00	36
	Outstanding Notices	\$120.00	195
	Noxious Weeds	\$135.00	135
	Flood Certificate	\$180.00	222
	88G Certificate Job 310.4650.1049.267	\$30.00	

Tick	RATES INFORMATION	FEE	CODE
	603 Certificate Turn-around 7-10 days	\$85.00	30
	Additional Fee for Urgent 603 (within 4 Hours)	\$60.00	31

How do you wish to receive the Certificate:

- Returned by Email Collected
 Returned by DX 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 tick 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, alternatively, pay in person as per below.
- In Person** – to make payment in person attend one of Council's Customer Service Hubs at:
- Camden Council (main office) – 70 Central Ave, Oran Park
 - Camden Library
 - Narellan Library

Payment methods include cash, cheque, money order, EFTPOS and credit card.
Note: All credit card transactions have a .77% Merchant Service Fee applicable



CAMDEN COUNCIL

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. SEPP's, LEP's, REP's, DCP's
- Zoning and land uses under the planning control
- Critical habitat
- Heritage Information
- Land reserved for acquisition
- Road widening and road realignment
- Council and 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 provide additional flooding information to Section 10.7 (2) and Section 10.7 (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 10.7 (2) and (5) Planning Certificate:

- \$53.00 for a Section 10.7 (2) Planning Certificate
- \$133.00 for a Section 10.7 (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.

- Section 10.7 Planning Certificate within 3-5 working days
- Section 603 Rates information 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 Email: 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.