

# Planning Certificate Application

Section 10.7 Environmental Planning & Assessment Act 1979



Use this form to apply for the issue of a Certificate under Section 10.7(2) or 10.7(5) Environmental Planning and Assessment Act 1979.

## Office Use Only

Fees:	Application fees are listed below.	Receipt No: .....
Lodgement:	Send the application to us by mail, email or deliver it in person. See page 2	Amount: .....
Need help?	Phone our Call Centre on (02) 4974 2000, or come in and see us.	Date: .....

<b>One Application required for each Lot</b>		
Application for:	<input type="checkbox"/> Section 10.7(2) - issued within 5 working days <small>Note: Includes identified land specified in Exempt &amp; Complying SEPP (2008)</small>	Fee: \$53.00 (GST free)
Tick type required	<input type="checkbox"/> Section 10.7(2) & 10.7(5) - issued within 5 working days <small>Note: Section 10.7(5) cannot be issued separately</small>	Fee: \$133.00 (GST free)
	<input type="checkbox"/> Urgent Fee (Additional fee) - issued within 24 hours on working days	Fee: \$98.75 (GST free)
	<input type="checkbox"/> Additional Copy (email or mail)	Fee: \$26.00 (GST free)

<b>1. Your name, address etc</b>  Please complete <b>both</b> Postal and Email address and <b>tick preferred delivery method.</b>  (one delivery only for basic fee)	Applicant name (or company) .....  <input type="checkbox"/> Postal address.....  .....Postcode.....  <input type="checkbox"/> E-mail address .....  Phone.....Alternative phone.....  Contact person .....  Your Reference .....
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<b>2. Location and title description of the property</b>  <b>[1 Application required for each Lot]</b>	Unit No .....House No .....Street.....  Locality.....  Lot.....Section.....  Deposited Plan ..... Strata Plan.....  Get these details from rate notice, property deeds, or from Council property maps. If unsure, ask us for assistance.
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<b>3. Current owners name and address</b>	.....  .....
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### Applications can be lodged either:

1. In person at the Customer Enquiry Centre, located on the ground floor of **282 King Street, Newcastle.**

We are open for business from 8.30am to 5.00pm, Mondays to Fridays.

2. By mail - Postal address - Chief Executive Officer Newcastle City Council, PO Box 489 Newcastle 2300.
3. Email your Application & Phone 4974 2000 to Pay by Credit Card. **Application cannot be processed until payment is phoned through. Payments accepted between 8.30am and 4.30pm.**

Email to: [mail@ncc.nsw.gov.au](mailto:mail@ncc.nsw.gov.au)

### Payment Methods

You can pay by cash, cheque or the following debit cards using EFTPOS: American Express, Visa or Mastercard. Make cheques payable to 'Newcastle City Council'. Credit card merchant fee may apply. Do not send cash in the mail.

### Coming in to see us?

Our Customer Enquiry Centre is located on the ground floor of the Newcastle City Council Administration Centre, 282 King Street, Newcastle, opposite Civic Park.

**Bus:** Alight at Civic.

**Parking:** Civic West Parking Station (entrance via Gibson Street), 450m west, or on-street parking nearby. Disabled parking is available in Burwood Street, Newcastle.

### How to contact us:

Phone: (02) 4974 2000

E-mail: [mail@ncc.nsw.gov.au](mailto:mail@ncc.nsw.gov.au)

Web: [www.newcastle.nsw.gov.au](http://www.newcastle.nsw.gov.au)