

Application for Outstanding Notices and Orders Certificate



**City of
Newcastle**

Schedule 5, Environmental Planning and Assessment Act 1979

Section 735A, Local Government Act 1993

Use this form to apply for a Certificate under Schedule 5 of the Environmental Planning & Assessment Act 1979 or Section 735A of the Local Government Act 1993.

Failure to complete all relevant sections or provide sufficient information/detail in your application may result in your application being returned or its assessment delayed. Your application is not considered lodged until the required fees have been paid.

Part 1: Applicant and Site Details

Name or Company		
ABN (Required if company)		
Email		
Phone		
Postal Address		
Contact Person (if company)		
Will your correspondence be 'care of' another company?	Yes	No, proceed to Part 2

Name or Company		
ABN (Required if company)		
Phone		
Email		
Postal Address		
Contact Person (if company)		

Part 2: Property Details

Unit No		House No		Street Name	
Suburb				Post Code	
Lot (s)			Section		
Deposited Plan				Strata Plan	

How to lodge your application

Lodgement Methods

Email	Mail	In person
Enter the address of the property and the type of application (i.e., Application for Outstanding Notices and Order Certificate) in the subject line of the email. Emails are to be sent to applications@ncc.nsw.gov.au	City of Newcastle PO Box 489 Newcastle NSW 2300	At the Customer Contact Centre, located at 12 Stewart Avenue Newcastle West NSW 2302.

Fees

Fees are charged as per CN's Fees and Charges document. Your application is not considered lodged until the required fees have been paid.

Payments are required within 24 hours of application lodgement, via one of the following methods:

- Cash
- EFTPOS
- Cheque*
- Credit Card*

***Please note a merchant fee is payable on all credit card transactions.**

***Cheques are to be made payable to City of Newcastle.**

Protecting your privacy

City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

Purpose of collection:	To enable CN as the consent authority to assess your application.
Intended recipients:	CN staff and other government agencies that may be required to assess the application
Supply:	The information is a statutory requirement related to the assessment of the application.
Consequence of non-provision:	Your application may not be accepted or processed due to a lack of information.
Storage and Security:	City of Newcastle, 12 Stewart Avenue Newcastle 2302 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
Access:	Your information can be checked for accuracy by calling (02) 4974 2000.

[City of Newcastle](#)

Phone: 02 4974 2000

Email: mail@ncc.nsw.gov.au

Address: 12 Stewart Avenue Newcastle West NSW 2302