



Application for Minor Legal Transactions and/or Transfers

Fees are valid until 30 June 2020

About this form

Use this form to apply for minor legal transactions and/or transfers that require staff to provide letters or undertake property related research on behalf of private parties, in relation to Council controlled or restricted land. A minimum fee of \$97 is payable.

Lodgement & fees

Please follow the instructions on pages 2 & 3.

Any questions?

Please telephone Customer Service on (02) 9391 7000 or visit our Customer Service Centre (see page 3).

▼ Applicant (Owner) details

Applicant's name, address and contact details.

The applicant must be able to provide evidence of ownership.

Title: Mr Mrs Miss Ms Other:

Family name:

Given name:

Company name:

Postal address:

..... Post Code:

Phone (1) (....) Fax (....)

Phone (2) (....) Mobile:

E-mail:

Contact person (Only if a company etc):

▼ Conditions

- 1) Council's application and processing fees (see page 3) must accompany the application.
- 2) This fee is to cover costs for minor legal and/or property transactions that require staff to provide letters or undertake property related research on behalf of private parties. A minimum fee of \$97 is payable.
- 3) The applicant will also be required to meet Council's valuation and legal costs, including any Stamp Duty incurred in the processing of this application.

▼ Signature and declaration

Your declaration

I, declare I am the
owner of the property at
.....

I apply to seek minor legal transaction and/or transfer. I have read and accept the conditions set out above and in Council's policy.

I declare that all the information given is true and correct.

I also understand that:

- if incomplete, the application may be delayed or rejected, and/or
- more information may be requested after date of lodgment.

Council's application fee enclosed
(see Fees on Page 3)

Agreement to pay additional costs including legal costs incurred by Council.

✕ Signature: Date:.....

▼ How to lodge this application

Address the application to: The General Manager
Woollahra Municipal Council

You can send it to us by any of the following methods:

Post: PO Box 61
Double Bay 1360

DX: DX 3607 Double Bay

Courier or personal delivery: Council Chambers
536 New South Head Rd
Double Bay NSW 2028

Contact us by phone, fax or electronically

Phone: (02) 9391 7000
Fax: (02) 9391 7044
E-mail: records@woollahra.nsw.gov.au
Web: www.woollahra.nsw.gov.au

Who to contact: Senior Property Officer on
9391 7019

Fees

The fee for this application is \$97.00 plus an hourly rate. This fee is calculated on the hourly rate and is payable before release of any legal agreement. Protracted negotiations over five hours will be charged at \$79 per hour.

Payment methods

In Person

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card – American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

By Mail

For credit card payments, please complete the attached "Credit Card Payment" form.

For cheque payments, please make payable to Woollahra Council.

Acknowledgement

You will receive a receipt specifying the amount of fees paid. We will acknowledge that we have received your application and provide you with the registered number of the application and the name of the officer who will be dealing with your application.

Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

Bus or Rail: Take the train to Edgecliff, then take the bus or walk from the interchange at the Edgecliff Centre.

Parking: Short-term customer parking spaces are available on site. On-street parking in nearby streets is also available.

Fees

Fees are valid until 30 June 2020.

The appropriate fee must accompany the application.

To be completed by Council's Cashier and Customer Service Officer. GST may be applicable (<i>refer receipt for details</i>) Retain your receipt as proof of lodgement of the application. <input checked="" type="checkbox"/> Receiving Officer: Date:..... <input checked="" type="checkbox"/> Cashier: Date:.....	OFFICE USE ONLY		
	Fee Type	Receipt Code	Fee
	Application Fee	897	\$97
Total:		\$97	

Acct No: 00768.1175

▼ Privacy notification

The personal details requested on this form are being collected and will only be used for the purpose of processing your application. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

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