



Application for Certificates

Section 10.7 (2) and (5) – Environmental Planning and Assessment Act 1979 (EP&A Act)
 Section 603 – Local Government Act 1993 (LG Act)
 Section 121ZP – EP&A Act
 Section 735A – LG Act

To apply online go to www.woollahra.nsw.gov.au

Effective from July 2018 to June 2019 Click on 'Conveyancing certificates' under 'Our Online Services'

1. Property details

It is the applicant's responsibility to provide the current lot and strata/deposited plan number. This **MUST be provided** by the applicant on all certificate applications.

Refer to the 'Property Address Enquiry' tool on the Property NSW website to search for your property:
<https://valuation.property.nsw.gov.au>

Unit/Street No: Street Name:.....
 Suburb:..... Post Code:
 Lot Number(s):..... Strata/Deposited Plan Number(s):.....
Note: If the property comprises **more than one lot** a separate certificate will be issued for each lot. **A separate application fee** is required for each certificate.
 Owner's Surname (or Company):
 Owner's Given Name:

2. Certificate request

Request the following certificate/s (tick only one fee box per certificate type):

Certificate processing times:

- **Standard** 10 working days from time of receipt
- **Expedite** 1 working day from time of receipt. Incurs **expedite fee of \$93.50** per certificate

Woollahra LEP 2014 can be purchased for a cost of:

- Written instrument \$21.50
- A3 booklet of maps \$197.00

Other charges:

- 0.55% charge applies to all credit card transactions

Certificate Type	Fee per Standard Certificate	Rec. Code	Fee per Expedited Certificate	Rec. Code
Section 10.7 (2)	<input type="checkbox"/> \$53.00	T9	<input type="checkbox"/> \$146.50	T9
Section 10.7 (5)	<input type="checkbox"/> \$80.00	T9	<input type="checkbox"/> \$173.50	T9
Section 10.7 (2) and (5)	<input type="checkbox"/> \$133.00	T9	<input type="checkbox"/> \$226.50	T9
Section 603 LG Act	<input type="checkbox"/> \$80.00	T7	<input type="checkbox"/> \$173.50	T7
Section 121ZP EP&A Act orders/notices only	<input type="checkbox"/> \$102.50	T35	<input type="checkbox"/> \$196.00	T35
Section 735A LG Act orders/notices only	<input type="checkbox"/> \$102.50	T35	<input type="checkbox"/> \$196.00	T35
Section 121ZP and section 735A orders/notices only	<input type="checkbox"/> \$182.00	T35	<input type="checkbox"/> \$275.50	T35
Full search of orders/notices (s735A, s121ZP plus other Acts)	<input type="checkbox"/> \$231.50	T35	<input type="checkbox"/> \$325.00	T35

Section 10.7(2) Includes all matters identified in Schedule 4 of the EP&A Regulation 2000 including information for complying development as set out in clause 3.

Full search Includes section 121ZP and 735A and orders, notices and directions under the Food Act 2003, Public Health Act 2010, Protection of the Environment Operations Act 1997, Roads Act 1993 and Swimming Pools Act 1992 and any other orders, notices and directions that Council may issue.

3. Applicant's details

Date of Application:..... Applicant's Reference:
 Applicant's Name:..... Company:.....
 Postal Address:
 Suburb:..... Post Code:.....
 Email: DX:
 Phone: Mobile:.....

4. Collection instructions (tick one method only) Email DX Mail Pick up (will advise by phone when ready)
Unclaimed certificates will be posted after 5 days

5. Submitting this form **By mail with a cheque attached** **Over the counter at Council with payment made via cash, cheque or credit card** **Do not fax or email this application or payment details**

▼ Privacy notification

The personal details requested on this form are required under various Acts relative to the certificate applied for and will only be used in connection with the requirements of the respective legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. 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.

Woollahra Municipal Council
 536 New South Head Road
 DOUBLE BAY

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 DX 3607 DOUBLE BAY

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