



# Minor Legal Transactions and / or Transfers

## About this form

Effective from July 2023 to June 2024

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 \$313.50 is payable.

For further information, please contact Customer Service Centre on (02) 9391 7000.

## Applicant's (owner) details *(The applicant must be able to provide evidence of ownership)*

Title:

Full name:

Company name:  
(if applicable)

Company contact:  
(if applicable)

ABN / ACN:

Address:

Phone:

Email:

## Conditions

- 1) Council's application and processing fees 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 \$313.50 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.

## Applicant's declaration and signature

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 or inaccurate information is supplied, the application may be delayed or rejected, and/or
- More information may be requested after the date of lodgement
- I agree to pay additional costs including legal costs incurred by Council associated with this application

Applicant's signature

Date

## Fees *(Fees are valid until June 2024)*

Type	Cost	Receipt code
Application fee	\$313.50 plus hourly rate	T899

The fee for this application is \$313.50 plus an hourly rate. This fee is calculated on the hourly rate and is payable before release of any legal agreement. Protracted negotiations over 5 hours will be charged at \$83 per hour.

## Privacy

For more information about Privacy & Personal Information Policy: [www.woollahra.nsw.gov.au/privacy](http://www.woollahra.nsw.gov.au/privacy).

## Lodgement details

**Mail to:** Woollahra Municipal Council  
PO Box 61 Double Bay 1360

**In person:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Telephone:** (02) 9391 7000

**Website:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

### OFFICE USE ONLY

Application fee (T899) - \$300.00

CSO name:

Date: