

To the General Manager, Coffs Harbour City Council

REQUEST FOR CERTIFICATES

Local Government Act 1993 (s. 603, 24, 121ZP, 88G & 735A)

Environmental Planning & Assessment Act (s.149)

Noxious Weeds Act 1993 (s.64) and Conveyancing Act 1919 (s.88G)

Locked Bag 155, Coffs Harbour 2450; DX 7559

Administrative Centre, 2 Castle Street, Coffs Harbour

Email: coffs.council@chcc.nsw.gov.au Phone: (02) 6648 4000 Fax: (02) 6648 4199 ABN 79 126 214 487



1. Details of the applicant

It is important that Council is able to contact you if more information is required. Please give as much detail as possible.

Mr Ms Mrs Dr Other:

Given name/s Surname

Company/organisation ABN

Postal address

Suburb or town State Postcode

Daytime telephone Fax Mobile

Email address

Do you have special needs for assistance with this application? Yes No (Tick one)

If yes, please specify:

2. Certificate requirements (please tick / includes fees and charges)

| | | | |
|--|----------|--|----------|
| <input type="checkbox"/> 149 (2) Certificate | \$ 53.00 | <input type="checkbox"/> Sewer Diagram (single property) | \$ 60.00 |
| <input type="checkbox"/> 149 (2 & 5) (not available separate from 149(2)) | \$133.00 | <input type="checkbox"/> Sewer Diagram (contiguous parcels) | \$ 90.00 |
| <input type="checkbox"/> Fast tracked 149 (2 & 5) (<i>urgent fee included</i>) | \$266.00 | <input type="checkbox"/> 121ZP (Outstanding Notice) | \$120.00 |
| <input type="checkbox"/> 603 Certificate | \$ 65.00 | <input type="checkbox"/> 64 Certificate (Noxious Weeds) | \$115.00 |
| <input type="checkbox"/> <i>Fast tracked 603 (urgent fee included)</i> | \$130.00 | <input type="checkbox"/> 88G Certificate (Covenants) | \$ 60.00 |
| <input type="checkbox"/> Special Water Meter Reading | \$ 65.00 | <input type="checkbox"/> 24 Certificate (Swimming Pool) - <i>Note: this certificate must be made by the property owner or with their written consent</i> | \$ 70.00 |
| <input type="checkbox"/> 735A Certificate (Outstanding Health Notice) | \$110.00 | | |

3. Details of the property

House No: Street Name: Suburb:

Lot / Portion No: DP / SP No: Section:

Owner/s Name:

Only complete the following if you are applying for a Swimming Pool Certificate (s24):-

Access to the premises can be arranged by contacting

on [enter daytime phone details]

OFFICE USE ONLY

LUHD RATES CUSTOMER SERVICES OTHER:.....

Date received Application fee (if applicable) Receipt No.

My cheque / money order for \$ _____ is enclosed **OR**,

If you would like to pay your fee via a **Credit Card (Visa or MasterCard Only)** please submit this application form to Council ensuring your daytime telephone contact details are correct. Council will contact you within one (1) working day upon receipt of your application to process your payment.

PLEASE NOTE:

- Your application will not be processed until full payment is received.
- If you are paying your application via credit card a merchant service fee of 0.6% of the total transaction amount will be added to the amount payable.

6. Privacy and personal information protection notice

- This information is voluntarily required to process your request and will not be used for any other purpose without first seeking your consent, or as required by law;
- Your information may comprise part of a public register related to this purpose;
- Your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- Your personal information can be accessed and corrected at any time by contacting this Council.

Applicant's Signature

I declare that to the best of my knowledge all particulars supplied by me are correct and completed. I understand that inaccurate or false statements may cause my application to be delayed or rescinded.

Signature : Date:/...../.....

INFORMATION GUIDE: Buying or Selling a Property

This information is a guide only about the types of certificates that you may need to obtain from Council when buying or selling a property. You should always seek legal advice or consult your agent regarding your exact requirements.

Sewer Diagram – Under the Conveyancing (Sale of Land) Regulation 2010 a diagram for the land from a recognised sewerage authority (if available from the authority in the ordinary course of administration) that purports to show the location of the authority's sewer in relation to the land is required to be attached to a contract of sale. Council issues these diagrams in its role as the local sewerage authority. A sewer diagram shows the location of the house's internal and external service lines and the location of the Council's sewer mains. If Council does not have a sewer diagram showing these details then a letter will be issued showing the location of Council's sewer main and the junction of the property. For properties that are not connected to Council's sewer infrastructure, a letter will be issued indicating whether or not it is serviced by an on-site sewage management system.

Section 149 Planning Certificate – Under the Conveyancing (Sale of Land) Regulation 2010 a Section 149 Certificate is required to be attached to a contract of sale. A planning certificate provides information on how a property (such as land, a house, a commercial building, etc) may be used and the restrictions on its development. The detail which must be contained in the certificate is specified by Section 149 of the Environmental Planning and Assessment Act. Items covered in a certificate include the property's zoning, permissible and prohibited uses, whether it is subject to any road widening, or if the land is contaminated. The additional cost for the Part 5 certificate provides extra information such as possible mine subsidence and flooding.

Section 735A Certificate (Orders and Notices) – Under the Local Government Act 1993, a person may apply to Council for a certificate as to whether there are any outstanding notices issued by the Council under this Act in respect of any land within Council's area.

Section 121ZP Consent Compliance Certificate – Under the Environmental Planning and Assessment Act 1979 a certificate can be applied for to ascertain as to whether there are any outstanding notices or orders served in respect to development or construction matters on the property.

Section 603 Rates & Charges Certificate – Under the Local Government Act 1993 a person may apply to Council for a certificate as to the amount (if any) due or payable to Council, by way of rates, charges or otherwise, in respect of a parcel of land. A **fast track fee** applies if the applicant requires this certificate within 1 working day.

Special Water Meter Reading - When purchasing a new property you may wish to obtain a special water meter reading prior to settlement to avoid being billed for water usage from the previous occupants.

Section 24 Swimming Pool Compliance Certificate – Under the Swimming Pools Act 1992 a property owner may apply for a certificate to the effect that, as at the date on which it is issued, a swimming pool complies with the requirements of the Act. The applicant is entitled to appeal to the Land & Environment Court against Council's refusal. Council's failure to determine the application within six (6) weeks after it is made, is taken, for the purpose of any such appeal, to be a refusal of the application.

Section 64 Noxious Weeds Certificate – Under the Noxious Weeds Act 1993 this certificate details if there are any weeds control notices in force over a particular parcel of land and as to any outstanding expenses payable or an resulting charges on the land.

Section 88G Council Interest in Covenant Certificate – This is a certificate issued under the Conveyancing Act 1919 in which advice is given by Council as to whether any amount is payable to Council because of failure to comply with a positive covenant imposed on the title of a property in which Council is named as the authority benefited by that positive covenant. Also advice is furnished as to whether any works have been carried out by Council under terms of such a positive covenant, the cost of which may be recovered by Council from the proprietor of the property.