

Office Use Only	
CRM	

INFORMATION REQUESTED
Please tick type of information required – refer to explanatory notes section of this form.
<input type="checkbox"/> Subdivision Potential <input type="checkbox"/> Development Potential – Rural Dwelling <input type="checkbox"/> Existing Use rights <input type="checkbox"/> Other

APPLICANT			
Name:		Phone:	
Postal Address:		Mobile:	
Town:	State:	Postcode:	Email:
Signature		Name	Date
<small>OFFICE USE ONLY</small>		<small>NAR Numbers</small>	

OWNER			
Name/Company:		Phone:	
Postal Address:		Mobile:	
Town:	State:	Postcode:	Email:
<input type="checkbox"/> Owners consent attached OR ↓			
I hereby consent to Council releasing the information requested on this form.			
Signature		Name	Date
Signature		Name	Date

PROPERTY DETAILS (Please attach additional sheet if inadequate space provided)					
No:		Street:		Town	
Lot:	Section:	DP/SP:	Lot:	Section:	DP/SP:
Lot:	Section:	DP/SP:	Lot:	Section:	DP/SP:
<small>OFFICE USE ONLY</small>		<small>Parcel Numbers</small>			

## EXPLANATORY NOTES

The Council endeavours to provide a response within 3 to 4 weeks of payment.

### Subdivision Potential – Rural Areas

Council will carry out a search to determine whether the legal ability exists for Council to approve of a subdivision in a rural zone under the provisions of its local environmental plan. This is a preliminary search only and no irrevocable decisions should be made upon such advice. A full assessment of Council's legal ability to approve the Subdivision will only occur upon lodgement of a Development Application. At this time other considerations (eg access, natural risks, environmental effects etc) must be taken into account. The legal ability to approve the subdivision does not guarantee approval. A formal development (subdivision) consent is the only guarantee that Council will as per conditions of development consent permit a subdivision of the land.

### Development Potential – Rural Dwelling

Council's legal ability to approve a dwelling in rural zones is governed by regulations contained within the Cooma-Monaro Local Environmental Plan 1999 (Rural). Council will search its records to determine whether it has a legal ability to approve a dwelling on the subject land in the event of a development application being lodged. Council will not tell you it will approve a dwelling but only whether it has the legal ability to approve a dwelling on the site.

### Existing Use Rights

Some land uses may continue even though they may be prohibited by the current zoning of the land but only if:

- The use was established prior to the introduction of a planning instrument which requires that development consent be obtained for such a use, or
- The use was approved under a previous planning instrument but is now prohibited by a new instrument (or an amendment to the instrument).

Council will search its records to determine whether an "existing use right" exists. Whilst Council will endeavour to answer your enquiry, legally the onus remains on the applicant to prove existing use rights.

**Note:** Any expansion, enlargement, intensification, alteration, rebuilding or change of an "existing use" requires Development Consent.

## PAYMENT OPTIONS

### (A) PAYMENT BY MAIL

- Make cheque payable to:**  
Cooma-Monaro Shire Council and crossed  
"Not Negotiable"
- Mail application and payment to:  
Cooma-Monaro Shire Council  
PO Box 714  
COOMA NSW 2630
- Receipts for mail remittances will not be returned unless requested.

### (B) PERSONAL PAYMENT TO COUNCIL

- Present application intact to Cashier at:  
  
**COUNCIL CHAMBERS**  
**81 COMMISSIONER STREET**  
**COOMA**  
Monday to Friday 8.35am to 5.00pm

### (C) CREDIT CARD

- Complete application and credit card details below and return to Council by post, OR
- Complete application and credit card details below and fax to Council on (02) 6450 1799, OR
- Complete application and return to Council by post or fax. Telephone Council to make your payment over the phone: 02 6450 1777

## CREDIT CARD AUTHORITY

This account may be paid by Bankcard, Mastercard or Visa, either by mail or by delivering this authority to the cashier at the Council Chambers, Cooma. If paying by credit card please complete the following details.

PLEASE DEBIT MY

BANKCARD  MASTERCARD  VISA

CARD NUMBER

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AMOUNT \$ \_\_\_\_\_

ACCOUNT REFERENCE

**4410 - 1780**

CARDHOLDERS NAME: \_\_\_\_\_

CARDHOLDERS SIGNATURE: \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_

DAYTIME TELEPHONE NO. \_\_\_\_\_

## CREDIT CARD PAYMENTS MAY BE MADE BY TELEPHONE

IF PAYING BY MAIL, PLEASE SEND THE COMPLETE NOTICE TO COUNCIL