

# Application for Certificates

APPLICANT				
Name/Company			Phone	
Postal Address			Reference	
Town	State	Postcode		
Email			Preferred delivery: <input type="checkbox"/> mail <input type="checkbox"/> email	

APPLICATION					
<b>Please tick</b>	<b>Fee</b>		Coo	Ber/Jin	Bom
<input type="checkbox"/> Planning Certificate under Section 149(2)*	\$53.00 per lot		54	PLA	40
<input type="checkbox"/> Fast Track (additional fee)	\$115.00 per certificate		54		
<input type="checkbox"/> Planning Certificate under Section 149(5)*	\$133.00 per lot		143	PLA	40
<input type="checkbox"/> Drainage Diagram – Sewer Plan	\$103.00 per lot		73	DD	45
<input type="checkbox"/> Drainage Diagram – House	\$103.00 per lot				
<input type="checkbox"/> Weeds Certificate	\$75.00 per certificate	→	41	NoxW	89
<input type="checkbox"/> Section 603♦ (Rates & Charges) Certificate	\$80.00 per assessment	→	48	RAT	41
<input type="checkbox"/> Fast Track (additional fee)	\$50.00 per assessment		48		
<input type="checkbox"/> Outstanding Notices					
<input type="checkbox"/> 121ZP*	\$52.00 per lot		58	ONO	
<input type="checkbox"/> 735A♦	\$52.00 per lot	→	58	ONO	
<input type="checkbox"/> Certificate under 88G■	\$10.00 per certificate		54	88G	
<input type="checkbox"/> With inspection	\$35.00 per certificate		54	88G	
<input type="checkbox"/> Extraordinary Water Meter Reading	\$75.00 per reading		74		42
<input type="checkbox"/> Section 150* Certificate	\$53.00 per document				
<input type="checkbox"/> Hardcopy Certificate Fee	\$21.00 per certificate		↑	↑	↑
<b>Note:</b> By default Certificates will be issued electronically. If you require hardcopy please specify by choosing the additional Hardcopy Certificate Fee					

DESCRIPTION OF PROPERTY (Title Deed property description must be supplied)			
No	Street		
Town/Village			
Lot/Section/DP/s			
Parish		County	
Area		Assessment/Property No	
Office Use	Parcel/Property/Assessment Number/s:		
Nature of property (vacant land, house, etc)			
Owner			
Purchaser			
Applicant Signature	Acting For	Date	Purpose of Inquiry

\* Environmental Planning and Assessment Act 1979  
 # in total which includes \$53.00 for the 149(2)  
 ^ Noxious Weeds Act 1993  
 ♦ Local Government Act 1993  
 ■ Conveyancing Act 1919

OFFICE USE ONLY			
Date	Amount	Receipt No	Certificate Number

## PAYMENT OPTIONS

### (A) Payment By Cheque Via Mail

- **Make cheque payable to:**  
**Snowy Monaro Regional Council** and marked "Not Negotiable"
- Mail application and payment to:  
 Snowy Monaro Regional 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:
- Head Office:**  
 Cooma 81 Commissioner Street, Cooma  
 (Mon-Fri 8.30am – 4.45pm)
- Branch Offices:**
- Berridale 2 Myack Street, Berridale  
 (Mon-Fri 8.30am – 4.30pm)
- Bombala 71 Caveat Street, Bombala  
 (Mon-Fri 8.30am – 4.30pm)
- Jindabyne Shop 2 Razorback Office Gippsland Street, Jindabyne  
 (Mon-Fri 8.30am – 4.30pm)

### (C) Credit Card

- Complete application and credit card details below and return to Council by:
- post (see address at (A)), OR
  - email to council@snowymonaro.nsw.gov.au, OR
  - fax (see below), OR
  - telephone Council to make your payment over the phone (see below).

Office	Phone	Fax
Cooma	6455 1777	6455 1799
Berridale	6451 1195	6456 3337
Bombala	6458 3555	6458 3777
Jindabyne	6451 1550	6456 2534

## CREDIT CARD AUTHORITY

If paying by credit card by mail, email or fax please complete the following details. Credit Card information will not be retained by Council.

Please debit my:

- Mastercard    Visa

Card Number

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

Cardholders Name: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Card Verification Value (CVV): \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

### Credit card payments may be made by telephone

If paying by mail, please send the complete form to Council