

Form | 250.2016.35.6

# 2023/2024

## Application for Certificates

Applicant				
Name/Company			Phone	
Postal Address			Reference	
Town	State	Postcode		
Email				
Application				
<b>Please tick</b>		<b>Fee</b>		Receipt Type
<input type="checkbox"/>	Planning Certificate under Section 10.7(2)	\$62.00 per lot		91
<input type="checkbox"/>	Fast Track (additional fee)	\$140.00 per lot		93
<input type="checkbox"/>	Planning Certificate under Section 10.7(2 & 5)	\$156.00 per lot		92
<input type="checkbox"/>	Drainage Diagram – Sewer Plan	\$120.00 per lot		87
<input type="checkbox"/>	Drainage Diagram – House	\$120.00 per lot		86
<input type="checkbox"/>	Disclosure of Biosecurity Directions & Undertakings (incl. copies)	\$50.00 per certificate		99
<input type="checkbox"/>	Section 603 (Rates & Charges) Certificate	\$95.00 per assessment		94
<input type="checkbox"/>	Fast Track (additional fee)	\$53.00 per assessment		95
<input type="checkbox"/>	Outstanding Notices			
<input type="checkbox"/>	Under Clause 41 of Schedule 5 (EP&A) Act 1979	\$60.00 per lot		90
<input type="checkbox"/>	Under 735A LGA 1993	\$60.00 per lot		90
<input type="checkbox"/>	Certificate under 88G/Conveyancing Act 1919	\$10.00 per certificate		100
<input type="checkbox"/>	With inspection	\$35.00 per certificate		
<input type="checkbox"/>	Extraordinary Water Meter Reading	\$93.00 per reading		88
<input type="checkbox"/>	Hardcopy Certificate Fee	\$28.00 per certificate		
<input type="checkbox"/>	On-Site Sewage Management Operating Approval	\$80.00 per certificate		
<b>Note: By default Certificates will be issued electronically. If you require hardcopy please specify by choosing the additional Hardcopy Certificate Fee</b>				
<b>Description of property (Title Deed property description must be supplied)</b>				
No	Street			
Town/Village				
Lot/Section/DP/s				
Parish			County	
Area			Assessment/Property No	
Nature of property (vacant land, house, etc)				
Owner				
Owners Signature <b>for Biosecurity Directions and Undertakings</b>				
Purchaser				
Applicant Signature	Acting For	Date	Purpose of Inquiry	

**OFFICE USE ONLY**

Date:	Amount:	Receipt No:
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## 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:

#### **Office Locations:**

- Cooma 81 Commissioner Street, Cooma (Mon-Fri 8.30am – 4.30pm)
- 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
- telephone Council to make your payment over the phone (see below).

Office	Phone
Cooma	6455 1777
Berridale	6451 1195
Bombala	6458 3555
Jindabyne	6451 1550

## 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