



## TOWN PLANNING REQUEST FORM – 2017/2018

Contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

<b>Select as applicable.</b>	<b>APPLICANT DETAILS</b>	
	<input type="checkbox"/> Business	<input type="checkbox"/> Private
	Applicants Name	
	Contact Person	Your Ref
	Postal address	
	Locality / Town	State                      Postcode
	Contact phone	
	Contact fax	Email
	APPLICANT'S SIGNATURE ..... Date .....	

<b>Address</b>	<b>PROPERTY DETAILS</b>	
	Street No	
	Street	
<b>Real property description</b>	Locality / Town	State                      Postcode
	Lot no.	Registered plan                      Parish
	Description of property: (eg. Dwelling, vacant, industrial, etc)	
<b>Vendor/Lessee/ Business</b>	Name:	
<b>Purchaser</b>	Name:	

The information requested by you will be extracted from Council's records in response to your request. The Council's records do not necessarily reflect the actual state of matters relating to the property or the degree of compliance with relevant requirements. Persons making decisions with financial or legal implications will not be able to rely upon the information supplied for the purposes of determining whether any particular facts or circumstances exist and the Council expressly disclaims any invitation to place such reliance on the information. Persons must obtain their own professional advice on these matters. The Council (and its Officers and Agents) contract to supply information on this basis. Further information on the limits of the information supplied will be included in the information supplied.

### TOWN PLANNING CERTIFICATES REQUIRED

(PLEASE NOTE – SEARCHES WILL BE PROCESSED WITHIN 5 WORKING DAYS FROM DATE OF RECEIPT OF APPLICATION)

- LIMITED TOWN PLANNING CERTIFICATE** – INCLUDES SUMMARY OF PROVISIONS OF PLANNING SCHEME APPLYING SPECIFICALLY TO THE PREMISES, ANY STATE PLANNING REGULATORY PROVISION THAT APPLY AND ANY DESIGNATIONS THAT APPLY. FEE: \$ 120.00  
 (PROCESSING PERIOD OF **5 WORKING DAYS**)
- STANDARD TOWN PLANNING CERTIFICATE** – INCLUDES LIMITED PLANNING CERTIFICATE INFORMATION AND COPIES OF STATUTORY NOTICES INCLUDING ANY 'DECISION NOTICE' ISSUED FOR THE PREMISES. FEE: \$ 200.00  
 (PROCESSING PERIOD OF **10 WORKING DAYS**)
- FULL TOWN PLANNING CERTIFICATE LAND** - INCLUDES LIMITED AND STANDARD PLANNING CERTIFICATE INFORMATION, STATEMENTS ABOUT THE CONDITIONS OF APPROVAL AND DETAILS OF PROSECUTIONS FOR DEVELOPMENT OFFENCES. FEE: \$ 310.00  
 (PROCESSING PERIOD OF **30 WORKING DAYS**)

<b>OFFICE USE ONLY</b>	Total	Receipt No	Date    /    /
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