

# Certificates Application

Under Section 10.7 (formerly 149) (2 & 5) EPA 1979; Section 735a of LGA 1993; Section 121zp of EPA Act 1979 and Section 603 LGA 1993

## About this form

You may use this form to apply for the issue of property certificates under the legislation outlined above.

## How to complete this form

- 1: Ensure that all fields have been filled out correctly.
- 2: URGENT applications: for a 24 hour turnaround on 10.7 Certificate Applications the City can only receive your form via post or in person by 3.30pm weekdays.
- 3: Standard applications: once completed you can submit this form by mail, in person or you can submit an online application. Please refer to the Lodgement details section for further information.

Our online services website location: <https://online.cityofsydney.nsw.gov.au/Certificates>



## Part 1: Type of Certificate(s) - ONE certificate per form

### Certificate Type

s10.7 (2)  \$53 (RC006)

OR

s121zp/735a  \$133.00 (RC007)

s603  \$85 (RC074)

s10.7 (2&5)  \$80 (RC006)

NOTE: no urgency fee is applicable for s603 or s121zp/s735a Certificates.

ADDITIONAL \$151 - 24hr Urgency Fee - applies to 10.7 Certs **ONLY**  \$151 (RC014)

**Note:** Please advise your preferred method of delivery below:

Email  Post  In Person  Specify Office Location  DX  Specify DX Number

## Part 2: Applicant Details

**Note:** Your certificate will be sent to the postal address below unless you specify another method of delivery in Part 1 of this form Your postal address and at least one telephone number must be supplied before this application can be lodged.

Applicant Name

Applicant Address

Postal Address (if different from above)

Business Number

Company reference

Mobile Number

Email Address

## Part 3: Property Identification Details

Property Owner Name

Property Address

Property Lot Number

Strata Plan Number

Deposited Plan Number

Office Use Only - please print clearly

Application for Certificates form

Receipt Date

Amount

Receipt Number

Generated Date

Generation Officer

## Part 5: Applicant Declaration

In submitting this application I acknowledge that:

- > Council responds to applications for property related certificates based on the information provided.
- > Applicants are responsible for providing correct and complete information and instructions to council in order for certificates to be issued.
- > Applications and payments, once received by council, will be acted upon, even if the instructions received result in inappropriate certificates being issued.
- > I declare that all the information that I have provided is true and correct.

Applicant Name

Applicant Signature

Date

## Part 6: Lodgement Details

You can lodge the application by:

**ONLINE:** <https://online.cityofsydney.nsw.gov.au/Certificates>

**MAIL:** City of Sydney, GPO Box 1591, Sydney NSW 2001 **DX:** 1251

**IN PERSON:** Town Hall House - Level 2, 456 Kent Street, Sydney  
See our website for details of all customer service centres and opening hours:  
<http://www.cityofsydney.nsw.gov.au/customer-service>

**WHAT NOW:** After your application has been receipted it will be processed within 5 working days.  
For further information regarding your application please contact us by:

**TELEPHONE:** (02) 9265 9333

**WEBSITE:** [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)

## Part 7: Privacy & Personal Information Protection Notice

**Purpose of collection:** This information is being collected for the purpose of issuing certificates.

**Intended recipients:** City of Sydney employees and any approved contractors required to provide this service.

**Supply:** The supply of this information is voluntary. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.

**Access/Correction:** Please contact Customer Service on 02 9265 9333 or at [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au) to access or correct your personal information.

**Storage:** The Chief Finance Office at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.

**Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan (<https://www.cityofsydney.nsw.gov.au/policies/privacy-management-plan>).