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)
- s10.7 (2&5) $80 (RC006)
- s121zp/735a $133.00 (RC007)
- s603 $85 (RC074)

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

ADDITIONAL $151 - 24hr Urgency Fee - applies to 10.7 Certs ONLY

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

TRIM 2011/088472 V01/21
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.

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Applicant Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Part 6: Lodgement Details

You can lodge the application by:


MAIL: City of Sydney, GPO Box 1591, Sydney NSW 2001

IN PERSON: Town Hall House - Level 2, 456 Kent Street, Sydney
See our website for details of all customer service centres and opening hours:

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


Part 7: Privacy & Personal Information Protection Notice

**Purpose of Collection:** For issue of certificates.

**Intended recipients:** Council staff and approved contractors of the City of Sydney Council.

**Supply:** Certificates Application is voluntary, however required in order to obtain a certificate.

**Access/Correction:** Contact the City of Sydney Council Customer Service Team to access or correct this information.

**Storage:** City of Sydney Council, 456 Kent Street Sydney NSW 2000.