

REQUEST FOR A CERTIFICATE OF COMPLIANCE

Section 97N of the Planning and Environment Act 1987

Use this for to request a certificate stating that

- A proposed use or development complies with the requirements of the planning scheme; or
- An existing use or development complies with the requirements of the planning scheme.

The application must be accompanied by the prescribed fee.

Applicant and Owner Details

Provide details of the applicant and the owner of the land.

Applicant (The person who wants the permit.)

Title: _____ First Name: _____ Surname _____

Organisation (if applicable): _____

Unit No.: _____ St. No.: _____ Street name _____

Suburb/locality _____ State _____ postcode _____

Where the preferred contact person for the application is different from the applicant, provide the details of that person.

Same as applicant (If so, go to 'contact information')

Title: _____ First Name: _____ Surname _____

Organisation (if applicable) _____

Unit No.: _____ St. No.: _____ Street name _____

Suburb/locality _____ State _____ postcode _____

Contact information Please provide at least one contact phone number

Business Phone _____ Email _____

Mobile Phone _____ Fax _____

Owner (The person or organisation who owns the land)

Same as applicant

Where the owner is different from the applicant, provide the details of that person or organisation.

Title: _____ First Name: _____ Surname _____

Organisation (if applicable) _____

Unit No.: _____ St. No.: _____ Street name _____

Suburb/locality _____ State _____ postcode _____

Owners signature (Optional) _____ Date _____

PROPERTY DETAILS / LOCATION OF WORK:

Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

Street Address

Unit No.: _____ St. No.: _____ Street name _____

Suburb/locality _____ postcode _____

Formal Land Description

Complete either A or B.

A Lot No.: _____ Lodged Plan Title Plan Plan of Subdivision No.: _____

or

B Crown Allotment No.: _____ Section No.: _____

Parish/Township Name: _____

Describe the use or development for which a Certificate is sought

This form must be signed by the applicant

Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

I declare that I am the applicant; and that all the information in this application is true and correct; and the owner (if not myself) has been notified of the permit application.

Signature _____ Date _____

HOW TO SUBMIT A REQUEST FOR CERTIFICATE OF COMPLIANCE

Section 97N of the Planning and Environment Act 1987 states:

- 1. Any person may apply to the responsible authority for –
 - a) A certificate stating that an existing use or development of land complies with the requirements of the planning scheme; or
 - b) A certificate stating that a proposed use or development of land would comply with the requirements of the planning scheme at the date of the certificate.

2. The application must be accompanied by the prescribed fee. See the current fee schedule on our website.

The responsible authority must consider the application and must either issue a certificate of compliance, or refuse to issue the certificate if the use or development or any part thereof would require a permit or is prohibited under the planning scheme.

A certificate of compliance is not a form of development approval.

YOU MUST GIVE FULL DETAILS

If you do not give enough detail, you will be asked for more information. This will delay your application.

Applicant details

Give your full name or the name of the company, along with your contact details.

Property details

Specify the street address or parcel details of the land.

Type of certificate required

Tick which certificate you are applying for, from the two options provided.

Describe the use or development for which a Certificate is sought.

- a) The current use or development of the land (existing use rights); or
- b) What you propose to do with the land

Attach as many supporting documents as possible to assist the responsible authority in determining whether a Certificate can be issued. Additional information may include, but is not limited to:

- Statutory Declarations
- Copies of any planning permits or building permits and endorsed plans.
- Copies of any other documents that might confirm an existing use or development such as dated photos, rate notices, utility records.

Have you

- Filled in the form completely and signed the declaration?
- Paid or included the application fee?
- Provided all necessary supporting information and documents?

LODGEMENT & PAYMENT OPTIONS

Payment is required prior to the issuing of any response to your application. Lodgments and payment may be made using the following methods:

In Person: Warrnambool City Council Civic Centre, 25 Liebig Street, Warrnambool 8.30am to 5.00pm

Mail: PO Box 198, WARRNAMBOOL Victoria 3280

E-mail: planning@warrnambool.vic.gov.au