

# Certificate Application for Outstanding Notices & Orders

Schedule 5, Environmental Planning and Assessment Act 1979  
Section 735A, Local Government Act 1993



## This form

Use this form to apply for a Certificate under Schedule 5 of the *Environmental Planning & Assessment Act 1979* or Section 735A of the Local Government Act 1993.

Failure to complete all relevant sections or provide sufficient information/detail in your application may result in your application being returned or its assessment delayed. **Your application is not considered lodged until the required fees have been paid.**

## Part 1: Applicant and site details

<p><b>1. Your name, address etc.</b></p> <p>All correspondence will be sent to the email address provided unless 'care of' email address is specified.</p>	<p>Name or company .....</p> <p>ABN (required if company).....</p> <p>Postal Address.....</p> <p>Suburb.....Postcode.....</p> <p>Phone .....</p> <p>E-mail .....</p> <p>Contact person (if company).....</p>
<p>Leave blank if not required</p>	<p>Will your correspondence be 'care of' another company?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Care of name or company.....</p> <p>ABN (required if company)..... Contact person .....</p> <p>Postal Address.....</p> <p>Phone.....E-mail .....</p>
<p><b>2. Location and title description of the property</b></p> <p>Give the name of every owner. Attach a list if space insufficient.</p>	<p>Unit No .....House No .....Street.....</p> <p>Suburb.....</p> <p>Lot(s).....Section.....</p> <p>Deposited Plan(s) ..... Strata plan .....</p>

## Protecting your privacy

Newcastle City Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council's Privacy Management Plan.

<b>Purpose of collection:</b>	To enable Council as the consent authority to assess your proposal.
<b>Intended recipients:</b>	Council staff and other government agencies that may be required to assess the proposal.
<b>Supply:</b>	The information is a statutory requirement related to the assessment of the application.
<b>Consequence of non-provision:</b>	Your application may not be accepted or processed due to a lack of information.
<b>Storage and Security:</b>	Newcastle City Council, 282 King Street Newcastle 2300 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
<b>Access:</b>	Your information can be accessed to check for accuracy by calling (02) 4974 2000.

## How to lodge your application

Applications can be lodged:

### 1. By email meeting the following criteria:

- Enter the address of the property and the type of application (i.e. DA, Mod) in the subject line of the email.
- Documents are to be named in accordance with the document titled "[Plan Standards - Guidelines for Lodging Electronic Documents](#)".
- Emails are to be sent to [applications@ncc.nsw.gov.au](mailto:applications@ncc.nsw.gov.au)
- Documents forming part of the application that exceed 10MB, are to be stored in a 'drop box' account and a 'public link' created to the documents. Copy the link and share that link in your email.

More information is available on the information sheet titled "[How to submit an application via email](#)".

### 2. In person, at the Customer Contact Centre, located at 282 King Street, Newcastle. Call (02) 4974 2000 to book a lodgement appointment with the Duty Officer.

### 3. By mail: The City of Newcastle PO Box 489 Newcastle NSW 2300

## Fees

Fees are calculated on a scale based on the contract value of the work or number of lots. Fee estimates can be obtained by contacting Council on (02) 4974 2000.

Your application is not considered lodged until the required fees have been paid. If the application does not include payment we will contact you when payment is required. Payments need to be made within 24 hours of contact.

## Payment Methods

You can pay by cash, cheque, Credit Card or EFTPOS.

Please note a merchant fee is payable on all credit card transactions.

Cheques are to be made payable to Newcastle City Council.

## Acknowledgement

We will acknowledge that we have received your application. You will receive a letter and receipt specifying the amount of fees paid, and the registered number of the application.

## How to contact us:

Phone: (02) 4974 2000

E-mail: [mail@ncc.nsw.gov.au](mailto:mail@ncc.nsw.gov.au)

In Person: 282 King Street Newcastle