



# Planning Certificate Application

Section 10.7 Environment Planning and Assessment Act 1979

City of Newcastle

Use this form to apply for the issue of a Certificate under Section 10.7(2) or 10.7(5) Environmental Planning and Assessment Act 1979.

### Office Use Only

|            |   |                      |
|------------|---|----------------------|
| Fees:      | Application fees are listed below.  | Receipt No:<br>..... |
| Lodgement: | Send the application to us by mail, email or deliver it in person. See page 2 | Amount:<br>.....     |
| Need help? | Phone our Call Centre on (02) 4974 2000, or come in and see us.               | Date:<br>.....       |

### One Application required for each Lot

|                    |   |                             |
|--------------------|---|-----------------------------|
| Application for:   | <input type="checkbox"/> Section 10.7(2) - issued within 5 working days<br>Note: Includes identified land specified in Exempt & Complying SEPP (2008) | Fee: \$53.00<br>(GST free)  |
| Tick type required | <input type="checkbox"/> Section 10.7(2) & 10.7(5) - issued within 5 working days<br>Note: Section 10.7(5) cannot be issued separately                | Fee: \$133.00<br>(GST free) |
|                    | <input type="checkbox"/> Urgent Fee (Additional fee) - issued within 24 hours on working days   | Fee: \$98.75<br>(GST free)  |
|                    | <input type="checkbox"/> Additional Copy (email or mail)  | Fee: \$26.00<br>(GST free)  |

|  |  |
|--|--|
| <b>1. Your name, address etc</b><br><br>Please complete <b>both</b> Postal and Email address and <b>tick preferred delivery method.</b><br><br>(one delivery only for basic fee) | Applicant name (or company) .....<br><br><input type="checkbox"/> Postal address.....<br><br>.....Postcode.....<br><br><input type="checkbox"/> E-mail address .....<br><br>Phone.....Alternative phone.....<br><br>Contact person .....<br><br>Your Reference ..... |
|--|--|

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|--|--|
| <b>2. Location and title description of the property</b><br><br><b>[1 Application required for each Lot]</b> | Unit No .....House No .....Street.....<br><br>Locality.....<br><br>Lot.....Section.....<br><br>Deposited Plan ..... Strata Plan.....<br><br>Get these details from rate notice, property deeds, or from Council property maps. If unsure, ask us for assistance. |
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**3. Current owners  
name and address**

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**Applications can be lodged either:**

1. In person at the Customer Enquiry Centre, located on the ground floor of **282 King Street, Newcastle.**

We are open for business from 8.30am to 5pm, Mondays to Fridays.

2. By mail - Postal address - Chief Executive Officer – City of Newcastle, PO Box 489 Newcastle 2300.
3. Email your Application & Phone 4974 2000 to Pay by Credit Card. **Application cannot be processed until payment is phoned through. Payments accepted between 8.30am and 4.30pm.**

Email to: [mail@ncc.nsw.gov.au](mailto:mail@ncc.nsw.gov.au)

**Payment Methods**

You can pay by cash, cheque or the following debit cards using EFTPOS: American Express, Visa or Mastercard. Make cheques payable to 'Newcastle City Council'. Credit card merchant fee may apply. Do not send cash in the mail.

**Coming in to see us?**

Our Customer Enquiry Centre is located on the ground floor of the City of Newcastle Administration Centre, 282 King Street, Newcastle, opposite Civic Park.

**Parking:** Civic West Parking Station (entrance via Gibson Street), 450m west, or on-street parking nearby. Disabled parking is available in Burwood Street, Newcastle.

**How to contact us:**

Phone: (02) 4974 2000  
E-mail: [mail@ncc.nsw.gov.au](mailto:mail@ncc.nsw.gov.au)  
Web: [www.newcastle.nsw.gov.au](http://www.newcastle.nsw.gov.au)