

# Planning Certificate Application Form

Section 10.7(2) or 10.7(5) Environmental Planning and Assessment Act 1979

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

Fees are charged as per City of Newcastle's (CN) [Fees and Charges](#) document.

**Note:** Please download this form to complete electronically.

## Part 1: Application Details

Please choose one:

- .. Section 10.7(2) - issued within 5 working days

A Section 10.7(2) Certificate provides information under Section 10.7(2) of the [Environmental Planning & Assessment Act 1979](#) and governed by [Schedule 2 of the Environmental Planning & Assessment Regulations 2021](#).

**OR**

- .. Section 10.7(2) & 10.7(5) - issued within 5 working days

A Section 10.7(2) & 10.7(5) Certificate gives you all the advice contained in a Section 10.7(2) Certificate, plus additional advice on matters affecting the land.

If required:

- .. Urgent Fee – issued within 24 hours on working days.  
Please note additional charges as per CN's [Fees and Charges](#) apply.

- .. Additional Copy – select if you require an additional certificate to be posted or emailed.  
Please note additional charges as per CN's [Fees and Charges](#) apply.

## Part 2: Applicant Details

Name or Company	
Postal Address	
Email	
Phone	
Your Reference Number (if applicable)	
Contact Person (if company)	

Please choose your preferred delivery method:

.. Email

.. Post

### Part 3: Location and Title Description of the Property

One application is required for each lot

Unit No		House No		Street Name			
Suburb						Post Code	
Lot		Section		Deposited Plan		Strata Plan	

### How to Lodge this Application

#### Lodgement Methods

##### Email

Enter the address of the property and the type of application (e.g. 1 Sample Street Newcastle - Planning Certificate Application Form) in the subject line of the email. Emails are to be sent to [applications@ncc.nsw.gov.au](mailto:applications@ncc.nsw.gov.au).

##### Mail

City of Newcastle  
PO Box 489  
Newcastle NSW 2300

##### In person

At the Customer Service Centre, located at 12 Stewart Avenue Newcastle West NSW 2302.

#### Fees

Fees are charged as per CN's [Fees and Charges](#) document. We will contact you to arrange payment.

Your application is not considered lodged until the required fees have been paid.

## Protecting your Privacy

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

You are advised the information you provide in this application will enable your application to be assessed by CN and any relevant state agency.

The application and supporting documentation will be kept in a register by the council that can be viewed by the public at any time. Please contact CN if the information you have provided in your application is incorrect or changes.

<b>Purpose of collection:</b>	To enable CN as the consent authority to assess your application.
<b>Intended recipients:</b>	CN staff and other government agencies that may be required to assess the application.
<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>	City of Newcastle, 12 Stewart Avenue Newcastle West 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 checked for accuracy by calling (02) 4974 2000.

[City of Newcastle](#)

Phone: 02 4974 2000.

Address: 12 Stewart Avenue Newcastle West NSW 2302