

APPLICATION FOR CERTIFICATE OF COMPLIANCE

The Applicant		Who is making this application?	
Name:		
Postal Address:		Postcode:
	Telephone No.	Email
The Land		What is the address of the land?	
<p>.....</p> <p>(Please attach a sketch plan if necessary)</p>			
The Owner		Who owns the land?	
Name:		
Address:		Postcode:
	The Proposal		(If the application refers to proposed use or development)
<p>Describe the way the land is proposed to be used or developed. Attach any other information which the Responsible Authority may require to decide whether to issue a certificate</p> <p>.....</p> <p>.....</p>			
Existing Use and/or Development		(If the application refers to existing use or development)	
<p>Describe the use or development for which a Certificate is sought. Attach any other information which the Responsible Authority may require to decide whether to issue a certificate (Refer to Council Checklist for existing use rights).</p> <p>.....</p> <p>.....</p>			
Declaration			
I declare that all the information I have given is true and correct.			
Name:		
Signature:	Date:

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How to apply for a Certificate of Compliance

The Planning and Environment Act 1987, section 97N provides that:

1. A 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 at the date of the certificate; or
 - b) A certificate stating that a proposed use or development (or part of 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.

You must give full details of your proposal or of the existing use and development for which you seek a Certificate, and attach as many supporting documents as possible. If you do not give enough detail the Responsible Authority may be unable to decide whether a Certificate can be issued, and you will be asked for more information. This will delay the application.

The Applicant

- Give your full name or the name of the company.
- Give your full postal address and your contact phone number

The Land

- Give the street number, street name, town and postcode.
- If you cannot give this information, then you must give –
 - The lot number and lodged plan number; or
 - The Title particulars; or
 - The Crown Allotment particulars

If you attach a plan, include:

- The boundaries of the land and their measurements
- The street it faces
- The nearest intersection street and the distance from this street
- The name of all streets on the plan
- The direction of North
- The scale of the plan

The Owner

If the applicant is not the owner, give the owner's name and address.

The subject of the application (refer checklist)

You must either –

- Describe fully what you want to do with the land – for example, build a factory and use it for making milk cartons; or
- Describe fully the existing use and development on the land.

In either case, attach additional information if there is insufficient room, and attach a plan to show details of the use and development.

Before submitting the application, make sure that you have:

- Answered all the questions.
- Attached all the maps, plans, photographs and other documents.
- Included a list of all the documents or information required on Council's checklist.

The Responsible Authority will tell you how many copies of each document it needs.

Remember A Certificate may be cancelled if there has been a material mis-statement of concealment of fact in relation to the application for the certificate.

Privacy Disclaimer: Your personal information is being collected by the Northern Grampians Shire for planning purposes. Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the *Planning and Environment Act 1987*. If you have any questions, please contact Council's planning department.

Please send the completed form and all the supporting documents to the Responsible Authority: