

Form | 250.2016.35.7

# 2024/2025

## Application for Certificates

<b>Applicant</b>			
Name/Company		Phone	
Postal Address		Reference	
Town	State	Postcode	
Email			
<b>Application</b>			
<b>Please tick</b>	<b>Fee</b>	COUNCIL USE ONLY	Receipt Type
<input type="checkbox"/> Planning Certificate under Section 10.7(2)	\$67.00 per lot		91
<input type="checkbox"/> Fast Track Section 10.7((2) (Certificate fee plus additional urgency fee)	\$242.00 per lot		93
<input type="checkbox"/> Planning Certificate under Section 10.7(2 & 5)	\$168.00 per lot		92
<input type="checkbox"/> Drainage Diagram – House/Sewer Plan	\$130.00 per lot	→	86
<input type="checkbox"/> Disclosure of Biosecurity Directions & Undertakings (incl. copies)	\$50.00 per certificate		99
<b>Owners Consent Required (See Below)</b>			
<input type="checkbox"/> Section 603 (Rates & Charges) Certificate	\$100.00 per assessment		94
<input type="checkbox"/> Fast Track (additional fee)	\$53.00 per assessment		95
<input type="checkbox"/> Outstanding Notices			
<input type="checkbox"/> Under Clause 41 of Schedule 5 (EP&A)Act 1979	\$110.00 per lot		90
<input type="checkbox"/> Under 735A LGA 1993	\$110.00 per lot		90
<input type="checkbox"/> Certificate under 88G/Conveyancing Act 1919	\$45.00 per certificate		100
<input type="checkbox"/> With inspection	\$235.00 per certificate	→	
<input type="checkbox"/> Extraordinary Water Meter Reading	\$117.00 per reading		88
<input type="checkbox"/> Hardcopy Certificate Fee	\$30.00 per certificate		
<input type="checkbox"/> On-Site Sewage Management Operating Approval	\$90.00 per certificate		102
			↑
<b>Note: By default Certificates will be issued electronically. If you require hardcopy please specify by choosing the additional Hardcopy Certificate Fee</b>			
<b>Description of property (Title Deed property description must be supplied)</b>			
No	Street		
Town/Village			
Lot/Section/DP/s			
Parish	County		
Area	Assessment/Property No		
Nature of property (vacant land, house, etc)			
Owner			
Owners Signature <b>for Biosecurity Directions and Undertakings</b>			
Purchaser			
Applicant Signature	Acting For	Date	Purpose of Inquiry

**OFFICE USE ONLY**

Date:	Amount:		Receipt No:
-------	---------	--	-------------

## Payment Options

### (A) Payment By Cheque Via Mail

- **Make cheque payable to:**  
**Snowy Monaro Regional Council** and marked "Not Negotiable"
- Mail application and payment to:  
Snowy Monaro Regional Council  
PO Box 714  
COOMA NSW 2630
- Receipts for mail remittances will not be returned unless requested.

### (B) Personal Payment To Council

Present application intact to Cashier at:  
**Office Locations:**  
Cooma 81 Commissioner Street, Cooma  
Berridale 2 Myack Street, Berridale  
Bombala 71 Caveat Street, Bombala  
Jindabyne 2/1 Gippsland Street, Jindabyne  
Receiving hours: Mon-Fri 8.30am – 4pm

### (C) Credit Card

- Complete application and credit card details below and return to Council by:
- post (see address at (A)), OR
  - Email:  
[council@snowymonaro.nsw.gov.au](mailto:council@snowymonaro.nsw.gov.au)  
or
  - Telephone: to make your payment over the phone 1300 345 345

## Credit Card Authority

If paying by credit card by mail, email or fax please complete the following details. Credit Card information will not be retained by Council.

Please debit my:

Mastercard    Visa

Card Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

AMOUNT \$ \_\_\_\_\_

Cardholders Name: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Card Verification Value (CVV): \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

### Credit card payments may be made by telephone

If paying by mail, please send the complete form to Council