

Application for Certificate of Compliance

Section 97N of the Planning and Environment Act 1987



APPLICANT DETAILS

Name/s:	
Postal Address:	
Telephone No.	
Email Address:	

OWNERS DETAILS

Same as Applicant

Name/s:	
Postal Address:	
Telephone No.	
Email Address:	

PROPERTY INFORMATION

Accurately describe the address of the land and (if applicable) attach a Current Certificate of Title, Plans or Other Supporting Documentation.

APPLICATION FEE (PAYABLE ON LODGEMENT) We will contact you for payment of fee

Please forward this form to:

E-mail: planning@glenelg.vic.gov.au

Mail: Planning Department, P.O. Box 152 PORTLAND VIC 3305

In person: Any Glenelg Shire Customer Service Centre

For assistance completing this form or any other enquiries please contact the Planning Department on 5522 2187

APPLICATION FOR CERTIFICATE (Please select Option A or B)

OPTION A-CERTIFICATE FOR AN EXISTING USE &/OR DEVELOPMENT- SECTION 97N (1)(a)

I am asking for 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.

*Please
Tick*

Please describe the use or development for which the certificate is sought. Attach any supporting information which the Responsible Authority may require to decide whether to issue a certificate.

OPTION B-CERTIFICATE FOR A PROPOSED USE &/OR DEVELOPMENT - SECTION 97N (1)(b)

I am asking for a certificate stating that a proposed use or development (or part of a use or development) of land would comply with the requirements of the planning scheme at the date of the certificate.

*Please
Tick*

Please describe the way the land is proposed to be used or developed. Attach any supporting information which the Responsible Authority may require to decide whether to issue a certificate.

DECLARATION

I declare that the information provided above is true and correct AND
If the Applicant is not the Owner, I declare that the Owner is aware of this Application.

Name:

Date:

Signature:

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.

The Applicant

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

The Owner

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

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

The subject of the application

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.

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. Additional Information may include (but not limited to):

- Statutory Declarations;
- Copies of any Planning Permits including Approved Plans/Documents;
- Copies of other approvals confirming an existing use or development (e.g. Building Permits); and
- Any other information (e.g. Photographs, Formal Records Applicable to the Land, Notices, Utility Records, etc.).

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; and
- The scale of the plan.

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.

Important Note:

A Certificate may be cancelled if there has been a material misstatement or concealment of fact in relation to the application for the certificate.