

# Planning Certificate Application Form

116 Adelaide Street,  
Raymond Terrace NSW 2324

PO Box 42  
Raymond Terrace NSW 2324

**p** (02) 4988 0326  
**e** [plancert@portstephens.nsw.gov.au](mailto:plancert@portstephens.nsw.gov.au)

**(Pursuant to Section 10.7 of the Environmental Planning and Assessment Act 1979)**  
(Formerly Section 149 of the Environmental Planning and Assessment Act 1979)

Please **complete** form, **print** and **deliver** or **email** [plancert@portstephens.nsw.gov.au](mailto:plancert@portstephens.nsw.gov.au) to Port Stephens Council.

**Telephone Enquires:** Strategic Planning Section - (02) 4988 0326

**NOTE:** Certificates will be issued within 5 working days from the date of receipt of the application and will be processed in receipt order.

|                        |             |
|------------------------|-------------|
| <b>OFFICE USE ONLY</b> | Receipt No: |
|                        | Parcel No:  |

## Please mark the appropriate box

|  |           |         |       |
|--|-----------|---------|-------|
| Section 10.7(2) (Formerly Section 149(2))                  | Fee \$53  | Collect | Post  |
| Section 10.7(2) and (5) (Formerly Section 149 (2) and (5)) | Fee \$133 | Fax     | Email |

## Applicant/Proponent's Details

Name

Address

Email

Phone

Mobile

Applicant's Reference

## Property Description

House No.

Street Name

Suburb

Lot No.

Section No.

SP

DP

Plan No.

## Payment

Payment is required before a certificate can be issued. Council accepts payments by:

- Credit card (by phone). Please note credit card payments will incur up to 1% credit card fee.
- In person at the Council Administration Building, 116 Adelaide Street Raymond Terrace NSW
- Cheque or money order posted to PO Box 42 Raymond Terrace NSW 2324

If emailing or faxing your application you will need to pay with a credit card. If paying by credit card, payment may be made by telephoning Council on (02) 4988 0255 between 8.30am and 5pm on business days. Do not email credit card details to Council.

Phone applicant for payment of fee with credit card

## Your Privacy

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

**Purpose:** Council collects this information to accurately assess the application for a Permit to clear vegetation.

**Intended recipients:** Council assessing Officers will use the provided information to assess the application.

**Supply:** Voluntary.

**Consequence of Non Provision:** The application will not be assessed.

**Storage and security:** This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council Policy and relevant legislation.

**Access:** Please contact Council on (02) 4988 0255 to enquire how you can access information.