

Private Certifier (PCA) Lodgement Form

116 Adelaide Street,
Raymond Terrace NSW 2324

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Raymond Terrace NSW 2324

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e council@portstephens.nsw.gov.au

DX 21406 | **ABN** 16 744 377 876

FOR OFFICE USE ONLY

NAR No.

Application No.

Receipt No.

LODGEMENT

Please forward your completed application form by email to dalodgement@portstephens.nsw.gov.au or fax: (02) 4987 3612.

NOTE

Emailed applications cannot exceed 25 megabytes (MB)

Type of application

Note: Fee per application \$36 (Inc. GST)

Final Occupation Certificate

Interim Occupation Certificate

Complying Development

Construction Certificate

Applicant's details

Please use DX if available

Name

Phone

Address

Suburb

Email

Applicant's signature

Property details

House/Lot No.

Address

Suburb

Owner's details

Name

Phone

Address

Email

Principle certifying authority details

Company name

Phone

Address

Email

Construction work

Name of builder

Address

Description of proposed development

Cost of work

Australian Bureau of Statistics schedule

Number of dwellings

Number of dwellings to be demolished

Number of pre-existing dwellings

Maximum number of storeys

(including garage, attic room or storage level)

Gross floor area of addition or new building

m²

PLEASE NOTE: You may be contacted by Council and be asked to provide your credit card details over the phone.