

Certificates Application Form

Section 10.7 (2) and (5) - Environmental Planning and Assessment Act 1979

Section 603 - Local Government Act 1993

Clause 41 - Schedule 5 - Environmental Planning and Assessment Act 1979

Section 735A - Local Government Act 1993

Section 88G - Conveyancing Act 1919



Effective 1 July 2025 to 30 June 2026

PER APPLICANT DETAILS

Date of Application: Applicant's Reference:

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other:

Company Name:

Applicant's Name/Company Contact Person:

Postal Address:

Suburb: Post Code:

Email:

Phone No(s): Mobile:

Collection Method (tick one option): ☐ Post ☐ Collect from Council ☐ Email

PROPERTY DESCRIPTION

The current lot and strata/deposited plan number MUST be provided by the applicant on all certificate applications.

It is the applicant's responsibility to provide up-to-date lot and plan property details. Refer to:
<https://valuation.property.nsw.gov.au>. Processing of incomplete applications may be delayed

Unit/Street No: Street:

Suburb: Post Code:

Lot No(s): Strata/Deposited Plan No(s):

Owner(s) Details:

CERTIFICATE REQUEST

Request the following certificate/s:

Certificate Type	Fee per Standard Certificate only	Standard Certificate plus Urgency fee (\$78.00)
Section 603	☐ \$100.00 (RC21)	☐ \$181.00 (\$100.00 + \$81.00) (RC22)
Outstanding Environmental Health & Building Notices/Orders	☐ \$83.00 (RC575)	☐ \$166.00 (\$83.00 + \$83.00) (RC575)

GET IN CONTACT

Randwick City Council
30 Frances Street
Randwick NSW 2031
ABN: 77 362 844 121

Phone 1300 722 542
council@randwick.nsw.gov.au
www.randwick.nsw.gov.au

Certificate Type

Fee per Standard Certificate only

Section 10.7 (2)
Previously known as section 149 (Planning) Certificate

☐ \$71.00 (RC371)

Section 10.7 (2) and (5)
Previously known as section 149 (Planning) Certificate

☐ \$178.00 (RC371)

Section 88G Certificate (No Inspection)

☐ \$12.00 (RC88)

Section 88G Certificate (Inspection Undertaken)

☐ \$43.00 (RC88)

Processing times: Standard rates certificate (Section 603):
10.7 Certificates

5 working days from time of receipt
1 working day from time of receipt
(3 working days when lodged at the counter)
4 working days from time of receipt
1 working day from time of receipt

All other standard certificates:
Expedited certificates:

Section 10.7 (2): Includes all matters identified in Schedule 4 - Planning certificates of the *Environmental Planning and Assessment Regulation 2021* including information for complying development as set out in clause 4.

Section 10.7 (5): Includes additional advice on other relevant matters affecting the land which Council may be aware of.

Section 603: Information on any outstanding rates and charges due or payable in respect of the land (provided in accordance with the *Local Government Act 1993*).

Outstanding Notices/Orders: Includes the *Environmental Planning and Assessment Act 1979*, the *Local Government Act 1993* and orders, notices and written directions under the *Food Act 2003*, *Public Health Act 2010*, *Protection of the Environment Operations Act 1997* and *Swimming Pools Act 1992*.

Copies of the relevant Local Environmental Plan can be downloaded from www.legislation.nsw.gov.au

HOW TO LODGE THIS APPLICATION

- **ONLINE:** [e-certificate service](#)
- **OVER THE COUNTER** at Council with payment made via cash, cheque, credit card or EFTPOS
- **BY MAIL** with a cheque attached.

Address the Application to:

Randwick City Council
30 Frances Street
RANDWICK NSW 2031

Note: please do not email this form to Council. Payment will ONLY be received via the lodgement methods stated above.

PRIVACY NOTIFICATION

The purpose of collection of this information is for processing your application. Provision of this information is voluntary and is required to help process your application. You are entitled to have access to this form to correct or amend it after you have given it to Council. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Council officers. Members of the public will not be provided with access to the personal details contained on this form.

OFFICE USE ONLY

Application/Request received by:

Date:

Receipt No:

Date:

Fee: \$