

This form can be completed electronically and lodged by email using the buttons at the end of the form

CERTIFICATE APPLIED FOR		✓	OFFICE USE ONLY – RECEIPT CODE 8
Certificate under section 10.7 (2)	\$53.00		Receipt no.:
Certificate under section 10.7 (2) & (5)	\$133.00		Amount paid: \$
Urgency fee – in addition to above certificate fee	\$205.00		Date paid:

APPLICANT DETAILS			
Name:		Phone:	
Address:		Postcode:	
Reference:			
Email:			

PROPERTY DETAILS					
Lot:		Section:		DP/SP:	
House No:		Street:			
Suburb:					

OFFICE USE ONLY			
Trim document numbers	Application:	Certificate:	Verified email:
Planner:	Sent:	Returned:	Date issued:
Zone:	Other:		

PAYMENT			
<ul style="list-style-type: none"> <li>Cash - over the counter transactions only</li> </ul>		<ul style="list-style-type: none"> <li>Cheque – make cheques payable to Kiama Council</li> </ul>	
<ul style="list-style-type: none"> <li>Credit Card: MasterCard or Visa ONLY accepted - Council will call you to take your card payment.</li> </ul>			
Contact person for payment:		Phone number:	

#### PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

**Purpose of collection:** We are collecting your personal information so that Council can assess your application for a Planning Certificate.  
**Intended recipients:** The intended recipient of the information is Kiama Municipal Council. **Supply:** While the supply of this information is voluntary, the personal information you provide will enable Council to process and issue your application for a Planning Certificate.  
**Access/Correction:** You can access your personal information and it may be available to third parties in accordance with the Government Information (Public) Access Act and Council's Privacy Management Plan. You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*.  
**Storage:** Kiama Municipal Council is the agency that holds the personal information. Council may be contacted on (02) 4232 0444, or by email to [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au) or at 11 Manning Street, Kiama NSW 2533. **Your contact details may be used to updated Council's Name and Address Register that we may use to contact you regarding any other Council matter.** Council's Privacy Policy can be viewed at [www.kiama.nsw.gov.au/your-council/policies](http://www.kiama.nsw.gov.au/your-council/policies)

Click either 'SUBMIT' or 'SAVE To File' to email your application electronically



### SUBMIT

For **Email client** ie: MS Outlook

### SAVE To File

For **Webmail** ie: Gmail, Hotmail, etc save the document to your computer and email to [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au)