

# APPLICATION FOR PLANNING CERTIFICATE

Under the *Environmental Planning and Assessment Act 1979*

**2025/2026**

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

CERTIFICATE APPLIED FOR	RECEIPT CODE 8	✓
Certificate under section 10.7 (2) – 3-5 business days turnaround	\$71.00	
Certificate under section 10.7 (2) & (5) – 3-5 business days turnaround	\$178.00	
Urgency fee – in ADDITION to above certificate fee – 24 hour turnaround	\$280.00	

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

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

PAYMENT			
• Cash - over the counter transactions only		• Cheque – make cheques payable to Kiama Council	
• Credit Card: MasterCard or Visa ONLY accepted - Council will call you to take your card payment.			
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 Management Policy can be viewed at [Privacy Management Policy Kiama Council \(nsw.gov.au\)](https://www.kiama.nsw.gov.au/privacy-management-policy)

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)

**All correspondence** Chief Executive Officer PO Box 75 Kiama NSW 2533

**Contacts** P (02) 4232 0444

**E** [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au)

**W** [www.kiama.nsw.gov.au](http://www.kiama.nsw.gov.au)

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**ABN** 22 379 679 108

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