

PROPERTY SEARCH

This screen is to insert the property information for the application/certificate.


 Council Admin Office, 30-38 Darcy Street, PARRAMATTA NSW 2150

Provides further information about the property, but for **accurate** details, you will need to contact Council.

SUCCESSFUL SUBMISSION

This screen provides the user with a Reference No. to refer to when contacting Council. You will also receive an email detailing this information once submission is complete.

APPLICATION SUBMISSION

 Your Application has been submitted and will be processed. You will receive an email verifying the details you have just submitted. Please note your Reference number (as shown below) for any enquiries regarding this request.

[Return to the Online Services menu](#)

REFERENCE NO. **692**

TRANSACTION DATE/TIME 07/12/2007 4:04:05

TREE APPLICATIONS

Tree Applications - Tree Type

If you do not know the name of the Tree, refer to them as numbered trees (ie. Tree 1, Tree 2, Tree 3) as per the sitemap that you will be requested to submit later in the application process.

TREE DETAILS

You MUST provide the details of the trees related to this application in the spaces provided below. If you do not provide these details, your application cannot be processed.

Note: If you have more than 3 trees, please attach the list in the **Attachment Details** section below.

Tree Type/s

| | | | | | |
|--------|----------------------|--------------|-------|--------|----------------------|
| Type 1 | <input type="text"/> | Prune/Remove | Prune | Reason | <input type="text"/> |
| Type 2 | <input type="text"/> | Prune/Remove | Prune | Reason | <input type="text"/> |
| Type 3 | <input type="text"/> | Prune/Remove | Prune | Reason | <input type="text"/> |

BUILDING CERTIFICATE DETAILS

Building Certificate - Particulars

You must enter accurate details within this page, as it will determine the correct fee of the application. If details are incorrect, this may delay the processing of your application.

PARTICULARS

For a list of the Building Code of Australia (BCA) Classes, [click here](#).

Class of Building **(Enter 0 or 1)**
0 = BCA Classes 1 & 10
1 = BCA Classes 2 to 9 *

Floor Area of Building in m²
(If Class of Building = 0 enter 0 here) *

Part of Building
Please select **Whole** or **Part** of Building? *

Description of building or part of building.
(e.g. Office, Awning at rear of property) *

Enter Class of Building by entering:

0 (for Class 1 and/or 10)

- 1b boarding house
- 10a non habitable building
- 10b a structure being fence, pool, retaining wall or the like

1 (for Class 2 to 9)

- 2 residential flats
- 3 long term or transient living
- 5 office
- 6 retail
- 7 a carpark
- 7b warehouse
- 8 laboratory
- 9a health care
- 9b assembly building
- 9c aged care

Enter Floor Area of Building if the Class of Building is a Class 2 to 9.

Building Certificate - Urgency Fee

If you would like this application completed urgently (within 48 hours) type 1. (NOTE: That there is an urgency fee of \$106.60 for this service which is an additional fee to the standard fee).

URGENCY FEE



If you wish to pay a fee to have the certificate issued within 48 hours of access being obtained to the property, please enter a '1' below. If you do not wish to pay this fee, please enter '0'.

Is there an Urgency Fee? (No=0/Yes=1)

EDIT APPLICATION/CERTIFICATE

Allows the user to continue with or remove a previously lodged application that has not yet been submitted. This option can be used for an application until it has been submitted to Council.

MODIFY AN EXISTING DEVELOPMENT APPLICATION LODGEMENT



This option allows you to modify the details of an Application lodgement that has not yet been submitted. Once an application has been submitted it is no longer available for modification here.

| DATE CREATED | APPLICATION TYPE | LOCATION | LAST MODIFIED |
|--|----------------------|---|-----------------|
| <input type="checkbox"/> 07-12-2007 4:06 | Building Certificate | Council Admin Office, 30-38 Darcy Street, PARRAMATTA NSW 2150 | 07-12-2007 4:26 |

Remove Applications

APPLICATION ENQUIRY

Allows the user to search for any application lodged by the user. The user can search by:

- All Applications – this option will bring up all applications that have been submitted;
- Reference No. – allows the user to search by Reference No. that was given at the submission stage, enter this in the Value box;
- Number – allows the user to search by Number, enter this in the Value box;
- Lodgement Date – allows the user to search by lodgement date.

APPLICATION ENQUIRY



Please enter the search criteria below to enquire upon Application lodgements that you have submitted.

SEARCH BY

Search

- All Applications ▼
- All Applications
- Reference No.
- Number
- Lodgement Date

PROPERTY CERTIFICATES

Enter a reference for your Certificate. This reference can be used along with your Certificate Id (which is on the next page) to find this Certificate at a later stage and can be used when enquiring with Council about the progress of your Certificate then press Continue.

CONFIRM YOUR CERTIFICATE REQUEST



Below are some of the details of your Certificate request. Click the Continue button when you are sure that all of the request details have been completed correctly.

Please enter a reference of your own in the box below. You cannot continue until this has been entered.

CERTIFICATE TYPES Section 149 (2&5) Certificate

PROPERTIES Council Admin Office, 30-38 Darcy Street, PARRAMATTA NSW 2150

TOTAL COST \$0.00

YOUR REFERENCE*

Add/Remove Properties

Continue

CERTIFICATE ENQUIRY

Allows the user to search for any certificate lodged by the logged in user. The user can search by:

- All Certificates– this option will bring up all certificates that have been submitted;
- Certificate Id. – allows the user to search by Reference No. that was given at the submission stage, enter this in the Value box;
- Your Reference – allows the user to search by the Reference the user entered for a particular Certificate, enter this in the Value box;
- Request Date – allows the user to search by the date the Certificate was requested.

CERTIFICATE ENQUIRY



Please enter the search criteria below to enquire upon Certificate requests that you have submitted.

SEARCH BY

Search

- All Certificates ▼
- All Certificates
- Certificate Id
- YOUR reference*
- Request Date