

Property Information Enquiry 2025/2026

Planning Certificates

Certificate Type	Certificate Fees (Issued within 5 business days)	Urgency Fees (additional) (Issued within 2 business days)
Section 10.7 Certificate (part 2)	\$ 70.00	\$ 35.00
Section 10.7 Planning Certificate (part 2 & 5)	\$ 177.00	\$ 88.50
Complying SEPP Planning Certificate	\$ 70.00	\$ 35.00
Outstanding Notices	\$ 84.00	\$ 63.00
Dwelling opportunity (3 lots) + \$11.35 per additional lot	\$ 138.00	\$ 70.05
Sewer Infrastructure Plan (external)	\$ 45.00	\$ 40.00
Sewer Line Diagram (internal)	\$ 45.00	\$ 40.00
PREFERRED METHOD OF DELIVERY	POST	EMAIL

Applicant Details (primary point of contact)

Full Name		
Company / Organisation		
Postal address:		
Phone: (H)	(W)	(M)
Email:		Applicant Reference:
Signature		Date

Property Details

House No.	Street / Road			Locality (town/village/area)
Land ID	Land ID	Land ID	Land ID	Land ID
Lot No.	Lot No.	Lot No.	Lot No.	Lot No.
Section	Section	Section	Section	Section
Strata/Deposit Plan No.	Strata/Deposit Plan No	Strata/Deposit Plan No.	Strata/Deposit Plan No.	Strata/Deposit Plan No.
Property ID	Purpose of search	Purchase price	Dwelling on property?	Lot & DP of dwelling
			Yes	No
Nature of property – vacant / farmland / residence / factory				

OFFICE USE	Date lodged	Receipt No.	Amount
Application no.	Application no.	Application no.	
Application no.	Application no.	Application no.	

Registered Proprietor / Vendor

Vendors Full Name		
Company / Trust	ABN/ACN	
Vendors Service Address		
Phone (H)	(W)	(M)
Email		

Purchaser

Purchaser's Full Name		
Company / Trust	ABN/ACN	
Purchaser's Service Address		
Phone (H)	(W)	(M)
Email		

Information relating to property enquiry searches

Planning Certificates (formerly 149 certificates)

A Planning Certificate provides information on how a property (such as a house, commercial building etc) may be used and the restrictions on its development. A planning certificate comprises of 2 parts being section 10.7 (part 2 and section 10.7 (5) (part 5)

Complying Development SEPP Planning Certificate – Section 7.10(2) – This is a special certificate which relates to whether the land can have a complying development under the State Environmental Planning Policy (Exempt & Complying Development Code) 2008 and if the answer is no, the reasons.

Planning Certificate part 2 – This part contains compulsory information, as determined by Schedule 4 of the Environmental Planning and Assessment Regulation 2000 and includes items such as the applicable LEP, zoning, heritage road widening etc. It also contains information as provided in Item A1 above, regarding the Complying Development. SEPP.

Planning Certificate Parts 2 & 5 – as for Item A2 above, plus the second part of a Planning Certificate which contains additional information supplied by council. The additional part is not compulsory and can only be supplied with the first part (Item A2). Additional information supplied by Council includes whether rural land can be subdivided, whether rural land has a dwelling opportunity and the nature of any hazards known by Council applicable to the land.

Note: clause 1 of Schedule 1 of the *Conveyancing (Sale of Land) Regulation 2017* prescribes that a Section 149 certificate must be attached to a Contract for Sale of Land. As such a planning Certificate Part 2, described in Item A2 above would comprise the minimum requirement. The complying SEPP Certificate cannot be used for this purpose.

Sewer Infrastructure Plan (External)

A sewer plan (external) will not contain details of internal drainage or sewer line (house to sewer connections). A Drainage Diagram, request should be made.

Note: Clause 2 of Schedule 1 to the *Conveyancing (Sale of Land) Regulation 2017* prescribes that a sewer plan must be attached to a *Contract for the sale of Land*.

Sewer Line Diagram (Internal)

A drainage diagram showing internal drainage line or sewer lines on the land.

Note: A drainage diagram may include the location of sewerage infrastructure but changes to the infrastructure since the diagram was produced have not been confirmed and a separate Sewer Plan should be sought.

Note: Clause 2 of the *Conveyancing (Sale of Land) Regulations 2017* prescribes a Drainage Diagram must be attached to a Contract for Sale of Land, but only if Council can readily access such records.

Section 735A Certificate

Under Section 735A, of the Local Government Act 1993, an applicant may apply for a certificate to ascertain as to whether there are any outstanding notices issued by the Council under this Act in respect of any land within the Council's area.

Note: Notice is defined in the dictionary to that Act as including notification, order, direction and demand.

Dwelling-house Opportunity Search

A person may request Council to undertake a search of its records to determine if an allotment or parcel of land is permitted to have a dwelling-house erected upon it. Such a search is generally associated with rural lands whereby not every allotment is entitled to a dwelling.

A Dwelling opportunity search does not create an opportunity but merely searches Council's records against the Local Environmental Plan rural dwelling provisions to determine if it permits, only with consent, the erection of a dwelling on the land. or whether a dwelling is prohibited. Written advice is provided that explains whether the allotment(s) has an opportunity and how that opportunity has been established or why an opportunity does not exist. Where a single opportunity exists for a number of allotments an explanation will be given as to the conditions attached to that opportunity. eg that the lots must be consolidated, or that the first dwelling erected on any one of the subject allotments will consume that opportunity etc.