

# City of Melbourne

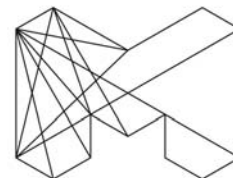
City Planning and Infrastructure, Level 3, Council House 2,

240 Little Collins Street, Melbourne Vic 3000

Telephone: (03) 9658 9658 Fax: (03) 9650 1026

email: [planning@melbourne.vic.gov.au](mailto:planning@melbourne.vic.gov.au)

[www.melbourne.vic.gov.au](http://www.melbourne.vic.gov.au)



CITY OF MELBOURNE

## APPLICATION FOR CERTIFICATE OF COMPLIANCE

*(Please print clearly. Please read the notes on the reverse side before completing this form)*

The Applicant				Who is making this application?		
Name:	..... <i>(Name in block letters)</i>					
Postal Address:	.....				Postcode:	.....
	Telephone No. (H)	.....	(W)	.....	(M)	.....
Fax No:	.....	Email Address:	.....			
The Land				What is the address of the land?		
..... <i>(Please attach a sketch plan if necessary)</i>						
The Owner				Who owns the land?		
Name:	..... <i>(Name in block letters)</i>					
Address:	.....				Postcode:	.....
	.....					
The Proposal				<i>(If the application refers to proposed use or development)</i>		
<i>Describe the way the land is proposed to be used or developed. Attach any other information which the Responsible Authority may require to decide whether to issue a certificate</i>						
.....						
.....						
.....						
Existing Use and/or Development				<i>(If the application refers to existing use or development)</i>		
<i>Describe the use or development for which a Certificate is sought. Attach any other information which the Responsible Authority may require to decide whether to issue a certificate.</i>						
.....						
.....						
.....						
Declaration						
I declare that all the information I have given is true and correct.						
Name:	.....					
Signature:	.....	Date:	..... / ..... / .....			

## How to apply for a Certificate of Compliance

The Planning and Environment Act 1987, section 97N provides that:

1. A person may apply to the Responsible Authority for –
  - a) A certificate stating that an existing use or development of land complies with the requirements of the planning scheme at the date of the certificate; or
  - b) A certificate stating that a proposed use or development (or part of a proposed use or development) of land would comply with the requirements of the planning scheme at the date of the certificate.
2. The application must be accompanied by the prescribed fee.

**You must give full details** of your proposal or of the existing use and development for which you seek a Certificate, and attach as many supporting documents as possible. If you do not give enough detail the Responsible Authority may be unable to decide whether a Certificate can be issued, and you will be asked for more information. This will delay the application.

### The Applicant

- Give your full name or the name of the company.
- Give your full postal address and your contact phone number

### The Land

- Give the street number, street name, town and postcode.
- If you cannot give this information, then you must give –
  - The lot number and lodged plan number; or
  - The Title particulars; or
  - The Crown Allotment particulars

If you attach a plan, include:

- The boundaries of the land and their measurements
- The street it faces
- The nearest intersection street and the distance from this street
- The name of all streets on the plan
- The direction of North
- The scale of the plan

### The Owner

If the applicant is not the owner, give the owner's name and address.

### The subject of the application

You must either –

- Describe fully what you want to do with the land – for example, build a factory and use it for making milk cartons; or
- Describe fully the existing use and development on the land.

In either case, attach additional information if there is insufficient room, and attach a plan to show details of the use and development.

### Before submitting the application, make sure that you have:

- Answered all the questions.
- Attached all the maps, plans, photographs and other documents.
- Included a list of all the documents.

The Responsible Authority will tell you how many copies of each document it needs.

**Remember** A Certificate may be cancelled if there has been a material mis-statement of concealment of fact in relation to the application for the certificate.

**Please send the completed form and all the documents to the Responsible Authority:**

Planning Department  
City of Melbourne  
GPO Box 1603  
Melbourne Vic 3001