

# Application for a Certificate of Compliance

Use this form to apply under Section 97N of the *Planning and Environment Act 1987* for either:

- 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 (Form 14); or
- 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 (Form 15).

Supplementary information applicable to your application should be provided as an attachment. 

#### Privacy notice

! All information collected as part of this permit application will be available for public inspection in accordance with Section 51 of the *Planning and Environment Act 1987*.

## Council help with the application

Contact council on (03) 5950 1010 to discuss the specific requirements of this application. Insufficient or unclear information may delay your application.

## 1. Applicant details

Provide details of the applicant.

The person you want council to communicate with about the application.

Name:	
Organisation:	
Postal Address:	Postcode:
Contact phone:	
Mobile phone:	
Email:	
Fax:	

## 2. The land

Address of the land

Street No:	Street Name:
Lot No:	On LP/PS No:
Township:	Postcode:

## 3. The certificate you are applying for

Form 14

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.

Form 15

A certificate stating that a proposed use or development (or part of a use or development) of land would comply with the requirements of the planning scheme at the date of the certificate.

## 4. Supporting information

Please ensure you supply all relevant information to support your application as an attachment. Please refer to the checklist for Certificates of Compliance (available on our website [www.mornpen.vic.gov.au/Building\\_Planning/Planning/Planning\\_Forms\\_Fees\\_Checklists](http://www.mornpen.vic.gov.au/Building_Planning/Planning/Planning_Forms_Fees_Checklists)) for details of what documents may be applicable.

## 5. The subject of your application


Provide details of your proposal or of the existing use and development for which you seek a certificate. 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

Please note that 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.

## 6. Information checklist

Have you

- Filled in the form completely?
-  **Attached** all necessary supporting information and documents?
- Paid the prescribed application fee

Important – A certificate may be cancelled if there has been a material mis-statement or concealment of fact in relation to the application for the certificate

## 7. Declaration

This form must be signed

**! Remember** it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the certificate.

**I declare that all the information is true and correct and the owner (if not myself) has been advised of the application**

Name:

**I am the: (tick all that apply)**

- Owner
- Applicant

Signature:

Date:

## 8. Lodgement

### Lodgement:

Preferred method of lodgement is via our [online lodgement portal](#) or via email to [planning@mornpen.vic.gov.au](mailto:planning@mornpen.vic.gov.au)

Applications can also be mailed to Mornington Peninsula Shire, Private Bag 1000, Rosebud, 3939; or lodged in person at one of Council's offices located in Mornington, Rosebud or Hastings.

### Payment:

[Pay online](#) via our website or in person at any of the above offices.

### For help or more information:

Telephone: Planning Services (03) 5950 1010

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