

To return your completed form or for further information, please contact Council's Development, Planning and Environmental Services via email, [council@hinchinbrook.qld.gov.au](mailto:council@hinchinbrook.qld.gov.au), in person at Council's Main Office, 25 Lannercost Street, INGHAM QLD, or via post PO Box 366, INGHAM QLD 4850.

CONTACT DETAILS	
Company Name	
Contact Name	
Address	
Phone	
Email	

PROPERTY DETAILS (for which the certificate is required)	
Street Address	
Town	
Lot and Plan Details	
Parish (if Known)	
Longitude and Latitude (if known)	

CERTIFICATE TYPE	
In accordance with the provisions of Section 265 of the <i>Planning Act 2016</i> , I request the following type of Planning and Development Certificate in respect of the above prescribed land (tick one only):	
Limited Certificate (5 business days)	<input type="checkbox"/> \$80.00
Standard Certificate (10 business days)	<input type="checkbox"/> \$382.00
Full Certificate (30 business days)	<input type="checkbox"/> \$837.00

## *Planning Act 2016*

### Chapter 7 Miscellaneous

[s 265]

#### Part 3 Public access to documents

#### 265 PLANNING AND DEVELOPMENT CERTIFICATES

- (1) A person may apply to a local government for a limited, standard or full planning and development certificate for premises.
- (2) The application must be accompanied by the required fee.
- (3) The local government must give the certificate to the applicant within the following period after the application is made –
  - (a) For a limited certificate – 5 business days;
  - (b) For a standard certificate – 10 business days;
  - (c) For a full certificate – 30 business days.
- (4) The certificate must include the information prescribed by regulation.



- (5) A person who suffers financial loss because of an error or omission in a planning and development certificate may claim reasonable compensation from the local government if the claim is made within 6 years after the loss is suffered.
- (6) Section 32 applies to the claim as if –
- (a) The claim were a compensation claim; or
  - (b) A reference to the affected owner were a reference to the person.

**PRIVACY NOTICE AND DISCLAIMER**

Hinchinbrook Shire Council is collecting your personal information to process your submission for a planning and development certificate as stated in this form. The collection of this information is authorised under the *Local Government Act 2009*. Your personal information will not be disclosed to a third party unless required by law. You may access this information on the appropriate form obtainable from Council's website at any time.

**OWNERS DECLARATION**

By ticking this box and making this application, I declare that all information in this application is true and correct.

*Note: It is unlawful to intentionally provide false or misleading information*



**SIGNATURE REQUIRED**

Signature

Date

**OFFICE USE ONLY – CUSTOMER SERVICE TO COMPLETE**

RECEIPT  
NUMBER:

DATE

FEE PAID

RECEIPT  
CODE

