

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 264 of the Planning Act 2016, I request the following type of Planning and Development Certificate in respect of the above prescribed land (tick one only): |             |
| Limited Certificate<br>(5 business days)   | •• \$65.00  |
| Standard Certificate<br>(10 business days)   | •• \$315.00 |
| Full Certificate<br>(30 business days)   | •• \$505.00 |

| OFFICE USE ONLY – CUSTOMER SERVICE TO COMPLETE |  |      |  |          |  |              |  |
|--|--|------|--|----------|--|--------------|--|
| RECEIPT NUMBER:                                |  | DATE |  | FEE PAID |  | RECEIPT CODE |  |

## 264 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.

Signature: ..... Date: .....