



**Macedon  
Ranges**  
Shire Council

**Statutory  
Planning**

T: (03) 5422 0333 | [mrsc.vic.gov.au](http://mrsc.vic.gov.au) | ABN 42 686 389 537 | All fees are inclusive of GST

## Application for a Certificate of Compliance

**Fee: \$349.80**

Use this form to apply for a certificate stating that an existing or proposed use or development complies with the requirements of the Macedon Ranges Planning Scheme at the date of the certificate. For assistance completing this form, call Statutory Planning on (03) 5421 9699.

### Applicant Details

**Name:** \_\_\_\_\_ **Organisation:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

### Contact Person (if different from applicant)

**Name:** \_\_\_\_\_ **Organisation:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

### Owner (if different from applicant)

**Name:** \_\_\_\_\_ **Organisation:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

### The certificate you are applying for:

- ☐ Form 14 – Certificate stating that an EXISTING use or development complies.  
☐ Form 15 – Certificate stating that a PROPOSED use or development would comply.

### Office Use Only



AP PP/STATP

Receipt no:		Date:	
Received by:		Paid:	\$

### Credit Card Payment Authorisation (see next page for alternative payment options)

Mastercard	<input type="checkbox"/>	Visa	<input type="checkbox"/>
I authorise you to charge the following amount to my credit card: \$			
Name on card:			
Credit card number:			
Expiry date (MM/YY):		Signature:	

## Application Details

### Address of the land:

### Use and/or development:

Summarise the existing or proposed use and/or development that you are seeking a certificate of compliance for.

Ensure that you have attached:

- ☐ A copy of the Title (obtained within the last six months), including the plan of subdivision and a copy of any restrictive covenant or Section 173 Agreement that applies to the land.
- ☐ A detailed description and/or plans showing the existing or proposed use and/or development.
- ☐ Appropriate evidence if you believe existing use rights have been established.

Additional information may be requested by the Planning Officer allocated to your application.

### Declaration (must be completed)

I declare that I am the applicant; and that all the information in this application is true and correct; and the owner (if not myself) has been notified of the application.

**Signature:**

**Date:**

Note: A Certificate of Compliance may be cancelled if there has been a material mis-statement or concealment of fact in relation to this application.

### Privacy Collection Notice

Macedon Ranges Shire Council is committed to protecting your privacy. The personal information you provide on this form is being collected for the primary purpose of assessing your planning application.

Where required, the personal information being collected will be provided to any persons who wish to inspect your application prior to a decision being made, and to Council staff and external agencies involved in the planning process, in accordance with the Planning and Environment Act 1987.

If your application contains personal information of any other parties you must gain their consent to include their personal information in your application and provide them with a copy of this notice.

Your personal information will not be disclosed to any other external party without your consent, unless required or authorised by law. If you wish to gain access to, or alter, any personal information you have supplied on this form, contact us on (03) 5422 0333.

You can access Council's Privacy Policy at [mrsc.vic.gov.au/privacy](http://mrsc.vic.gov.au/privacy)

### HOW TO SUBMIT AND PAY

**EMAIL:** Send completed form and supporting documents to [mrsc@mrsc.vic.gov.au](mailto:mrsc@mrsc.vic.gov.au).

**IN PERSON:** Bring completed form and supporting documents to one of our service centres and pay with cash, cheque/money order, EFTPOS or credit card (Mastercard/VISA).

**POST:** Mail completed form and supporting documents to:  
Macedon Ranges Shire Council, PO BOX 151, KYNETON VIC 3444  
Complete the attached credit card payment authorisation or pay over the phone.

**PHONE:** Submit your application documents by one of the above methods and call (03) 5422 0333 to pay by credit card over the phone.