



Certificate of Compliance

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

For assistance filling out this form contact council on:

Phone: (03)5422 0333

Web: <http://www.mrsc.vic.gov.au>

Email: mrsc@mrsc.vic.gov.au

- 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*

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	<input type="checkbox"/>	A certificate stating that an <u>existing</u> use or development of land complies with the requirements of the planning scheme at the date of the certificate.
Form 15	<input type="checkbox"/>	A certificate stating that a <u>proposed</u> 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 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 of \$330.70

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

Mail: 
Macedon Ranges Shire
Council
PO Box 151 Kyneton 3444

Telephone: ■ Planning Support (03) 5422 0333
Email: mrsc@mrsc.vic.gov.au

In Person: †

You can lodge your application, with Councils Customer Service Staff, at the following office;
Macedon Ranges Shire Council, 129 Mollison Street, Kyneton

Checklist for Applications for 'Certificates of Compliance'

		Applicant Use	Council Use Only
1.	1 x Application Form, completed and signed.	o	o
2.	Payment of the prescribed application fee (Currently \$330.70).	o	o
3.	Full copy of Certificate of Title for the land (including the relevant plan of subdivision and any applicable Covenants or Section 173 Agreements). The title must be produced within the past 6 months.	o	o
4.	1 x Checklist, completed, indicating all documents submitted	o	o

Form 14 Applications (Existing Use and Development)

In addition to the above requirements, an application for a Form 14 certificate must be supported by a **combination** of the documentation detailed below that will form evidence to support your application.

1.	A detailed description of the scale/nature of the existing use and or development, including processes and or activities being carried out, any plant/machinery installed and hours during which the use has been carried out	o	o
2.	A scaled plan detailing the location of the use and any processes carried out, consistent with the written description detailed above.	o	o

If you believe existing use rights have been established under Clause 63 of the Macedon Ranges Planning Scheme, then the following additional information should be supplied (as applicable)

<ul style="list-style-type: none"> • Copies of leases or licences (tenancy lease, mining lease, agricultural lease etc) Utility and/or insurance records. • Receipts evidencing purchases made from suppliers over the preceding 15 years, to demonstrate operation of the business • Details of any sales of livestock or products • Invoices for a range of dates throughout the 15 year period evidencing that the use/business has been in operation • Statutory declarations (seek advice from a solicitor as to how this should be set out) made by persons who have direct knowledge of the use and who can verify: <ul style="list-style-type: none"> - The precise nature of the use undertaken on the land (statements must be specific about the use). - The continuous use of the land for 15 years. 	o o o o	o o o o
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Form 15 Applications (Proposed Use or Development)

In addition to the above standard requirements, an application for a Form 15 certificate must be supported by the following:

1.	Site, Elevation and Floor Plans at a preferred scale of 1:100	o	o
2.	Written description of what use or development is proposed	o	o

For Office Use Only:

Date	Initial

Disclaimer: Please note that this checklist is for standard information required for lodgement of your application. Additional information may be required by the assessing Planning Officer.

Statutory Planning General Enquiries – 03 5422 0333

www.mrsc.vic.gov.au

Privacy Statement:

Macedon Ranges Shire Council is committed to protecting your privacy. The personal information requested on this form is being collected by Macedon Ranges Shire Council for the purpose of assessing planning permit applications, parts of which are set out in the Planning and Environment Act 1987 (PE Act). The personal information will be used for the following purposes:

- *Correspond with you about your permit application*
- *If necessary, notify affected parties who may wish to inspect your application so that they can respond – this may be a notice onsite, in a notice online, and/or by post*
- *Or, for any other directly related, or reasonably related purposes.*

The information you provide will be made available:

- *On-line on Council's website **until a decision is made on the application***
- *On Council's permit register (no name or personal details are visible in the online register)*
- *To any person who may wish to inspect your application until the application process is concluded, including any review at the Victorian Civil and Administrative Tribunal*
- *To relevant officers within Council and other pertinent Government agencies directly involved in the planning process*
- *To persons accessing information in accordance with the Public Records Act 1973, Planning and Environment Act 1987 (PE Act) or the Freedom of Information Act 1982.*

It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, we may not be able to process your application. If you wish to access or alter any of the personal information you have supplied to Macedon Ranges Shire Council, please contact the Statutory Planning Department by telephone 03 5422 0333 or email planning@mrsc.vic.gov.au