



Application for a Certificate of Compliance

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 the most up-to-date fee information, please visit the [Planning forms and fees - Macedon Ranges Shire Council](#) page.

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.

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 three 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.

How to submit application form

Email: mrsc@mrsc.vic.gov.au

Post: Macedon Ranges Shire Council PO Box 151 Kyneton VIC 3444

In person: At any of our service centres

How to pay application fee

Online: An invoice will be issued upon receipt of your application and will include a link for online payment of the fee **Phone:** call our customer service team on (03) 5422 0333 (Mastercard and Visa accepted)

Post: cheque or money order – payable to Macedon Ranges Shire Council. Mail this form and payment to PO Box 151 Kyneton VIC 3444

In person: present this form and payment (cash, cheque/money order, EFTPOS or credit card) at one of our service centres

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.

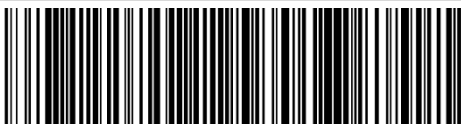
Where required, the personal information being collected will be provided to any persons who wish to inspect your application prior to a decision being made, and to Council staff and external agencies involved in the planning process, in accordance with the Planning and Environment Act 1987.

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

Office Use Only



AP/STATP/Prepayment

Receipt no:

Date:

Received by:

Paid:

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