

GLEN INNES SEVERN COUNCIL CERTIFICATE REQUEST FORM 2025-2026

IMPORTANT: Insufficient information may result in the return of the form.

CERTIFICATE/S REQUESTED		
Drainage / Sewer Diagram	(\$62.00)	
Approval to Operate OSSM	(\$62.00)	
735A (Includes Schedule 5 under EPA ACT)	(\$155.00)	
Urgency Fee (additional)	(\$190.00)	

603 only	(\$100.00)	
603 Urgency Fee (additional)	(\$172.00)	
Special Water Meter Read	(\$94.00)	
SWMR Urgency Fee (additional)	(\$65.00)	

OFFICE USE ONLY	
Assessment No.:	
Receipt No:	
Amount:	
Date:	
Signature:	

Please note that all Section 10.7 (2) & (5) Planning Certificates are to now be lodged online through the NSW Planning Portal at <https://www.planningportal.nsw.gov.au>

APPLICANT DETAILS			
Applicant Name:			
Applicant Address:			
Phone:			
Email:			
Applicant Reference:			
Applicant Signature:		Date:	

PROPERTY DETAILS			
Property Address:			
Suburb / Locality:			
Lot:	Section:	DP:	

REGISTERED PROPRIETOR'S / VENDOR'S / PURCHASER'S DETAILS			
Vendor's Name:			
Vendor's Address:			
Purchaser's Name:			
Purchaser's Address:			
Purpose of Inquiry:		Purchase Price:	

Form No: CORP004.4.0 / Date: 27.06.2025 / Review Date: June 2026 / Responsible Officer: TSO (DPG)

Privacy Statement: Glen Innes Severn Council is committed to protecting your privacy. In completing this form, you will be prompted to supply information that is personal information for the purpose of requesting certificates and/or services. If you cannot provide, or do not wish to provide, the information sought by Council then the request will be declined. The information you provide will not be used or disclosed for other purposes unless you provide further consent or as authorised by law. This information is collected under the *Privacy and Personal Information Protection Act 1998* (the Act) and if you require further information, please see our Privacy Management Plan at www.gisc.nsw.gov.au or contact Glen Innes Severn Council on (02) 6730 2300.