

s10.7 Information and Online Application Instructions

What is a Section 10.7 certificate?

A Section 10.7 Planning Certificate is a certificate issued by Council under the provisions of Section 10.7 of the Environmental Planning and Assessment Act 1979. The certificate provides information on how the land may be used and restrictions on its development.

A s10.7 certificate can only be issued on a lot that has been registered and is only legally correct as of the day of processing.

There are two parts to the Section 10.7 Certificate:

- **A s10.7(2)** Certificate provides information as required in the Regulations. A 10.7(2) certificate must legally be attached to a contract for the sale of the land.
- **A s10.7(5)** Certificate provides a broader range of information relevant to the land which may include **additional advice** on matters that relate to: exhibited draft DCP's, whether it is potentially contaminated land, and other matters, considered relevant.

When applying for a certificate you can request a part certificate s10.7(2) **or** a full certificate ie.(s10.7(2) & (5)).

It is **highly recommended that a full certificate** (part(2) and part(5)) be obtained when purchasing land in Shoalhaven.

Processing time

All s10.7 certificates are processed in a timely manner and as soon as practicable in accordance with the EP & A Act.

Council has an **urgency fee** which enables the certificate process to be started (during normal office hours) on the day of receiving the application and payment of all fees.

Fees and charges

For further information relating to the fees for a section 10.7 certificate refer to Councils fees and charges.

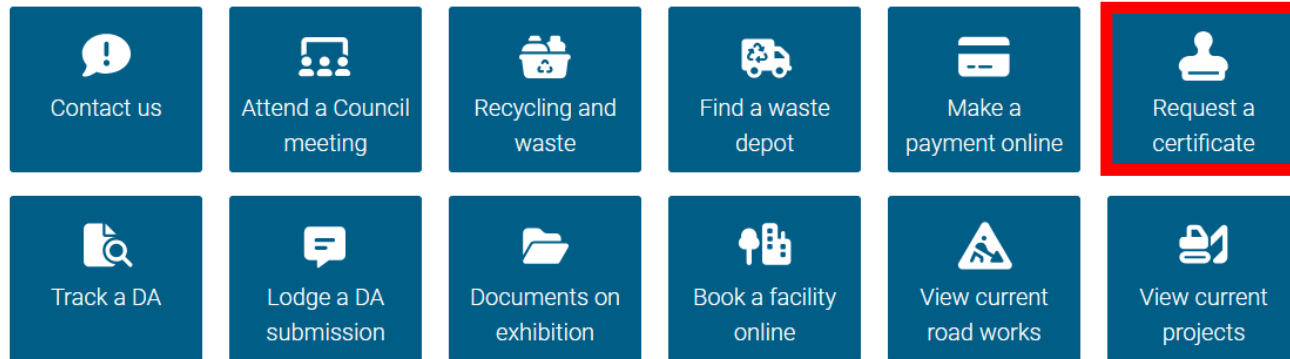
<https://www.shoalhaven.nsw.gov.au/Council/Fees-Charges>

Additional copy of s10.7 certificate - "copy will only be supplied within 5 business days of generated certificate otherwise a new certificate will have to be requested at the standard fee".

10.7 Certificate Online Instructions

Go to Shoalhaven City Council web home page at: <https://www.shoalhaven.nsw.gov.au/Home>

Click on [Request a certificate](#).

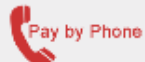


After clicking [Request a certificate](#) a new window will appear as below. Click on **Request certificates as Guest**.

Shoalhaven City Council - Certificates

[Request certificates as Guest](#)

Payment options:



A 0.5% surcharge applies on all credit card payments

After clicking Request certificate as Guest the below window will appear. **You will only need to fill in the required fields as indicated below.** Once the required fields are filled click on **Certificates** (in red).

Online Requests - Address

Address	Certificates	Properties	Finish	Incomplete
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Request ID: New Request	Label
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Reference

Mailing Address

Name

Address

Email

Phone

DX

Comments

Once you have clicked **Certificates** the below window will appear. Choose which 10.7 certificate you require (**only tick one – Pt 2 or Pt 2 & 5**).

If you require the 10.7 certificate urgently you will also need to tick the **Section 10.7 urgency fee** and pay the required fee in addition to the 10.7 certificate fee.

Online Requests - Certificates

Address **Certificates** Properties Finish Incomplete

Request ID: 184551

Select	Description	Qty	Fees	per	Comments
<input type="checkbox"/>	603 Certificate		\$95	Property	
<input checked="" type="checkbox"/>	10.7 Part (2) & (5)		\$168	Lot	
<input checked="" type="checkbox"/>	10.7 Part (2)		\$67	Lot	
<input checked="" type="checkbox"/>	Section 10.7 Urgency Fee		\$122	Lot	This fee is in addition to the 10.7 certificate fees.
<input type="checkbox"/>	Dwelling Entitlement Potential Search		\$361	Lot	Owners consent must be completed and signed by ALL registered property owners(s) of the property and emailed to Council prior to search commencing. (fee for 1 lot or land holding. Additional fees required for external historical title search and/or total staff time exceeds 2 hours. For further information please see: Dwelling entitlement potential search
<input type="checkbox"/>	External Sewer Diagram		\$41	Lot	An External Sewer Diagram is produced as a letter for the purpose of a Contract of Sale. The letter will display the external sewer main and sewer junction details relevant to the lot, permitting if town sewer is available.
<input type="checkbox"/>	Final Water Meter Reading		\$55	Property	Obtain a Final Water Meter Reading for consumption related information applicable to the property. No charges will be raised as a result of the Final Water Meter Reading. Any consumption shown will be billed as part of the normal reading and billing cycle. Final Water Meter Reading requests are ideally submitted 2 weeks before the settlement date.
<input type="checkbox"/>	Information about Outstanding Orders EP&A Act		\$185	Lot	
<input type="checkbox"/>	Section 735A		\$140	Lot	
<input type="checkbox"/>	Internal Drainage Diagram		\$185	Lot	
<input type="checkbox"/>	Urgency Fee (Internal Drainage Diagram)		\$120	Lot	This fee is in addition to the Internal Drainage Diagram.

EXAMPLE CLIP ABOVE – FEES AND INFORMATION WILL DIFFER IN THE ONLINE APPLICATION

Once ticked certificate required click on **Properties** (in red) and the below window will appear. Only fill in the required fields as shown below. Using Lot No & DP No **or** Locality, Street and House No (**do not fill in both options**).

Once filled required fields click on **Search** (in red).

Online Requests - Address

Back

Search

Incomplete

Request ID: **106196**

No Records

Localities:	<input type="text" value="All Localities"/>	Streets:	<input type="text" value="All Streets"/>
House No:	<input type="text"/>	Property ID:	<input type="text"/>
Lot Number:	<input type="text" value="1"/>	Deposited Plan:	<input type="text" value="1162777"/>
Section:	<input type="text"/>	Strata Plan:	<input type="text"/>

Once you have checked the property details appearing and they are correct click on the **Select** (in red). The below window will appear.

Online Requests - Address

Back

Search

Select

Incomplete

Request ID: **106196**

1 records found

Localities:	<input type="text" value="All Localities"/>	Streets:	<input type="text" value="All Streets"/>
House No:	<input type="text"/>	Property ID:	<input type="text"/>
Lot Number:	<input type="text" value="1"/>	Deposited Plan:	<input type="text" value="1162777"/>
Section:	<input type="text"/>	Strata Plan:	<input type="text"/>


Select	Property ID	Description	Address
<input checked="" type="checkbox"/>	63755	Lot 1 DP 1162777	44 Bridge Rd, NOWRA

Once you have checked the property details selected click on the **Finish** (in red). The below window will appear.

Online Requests - Properties

Address Certificates **Properties** Finish Incomplete

Request ID: 106196 [Add Additional Properties](#)

Property ID	Description	Address	Del
63755	Lot 1 DP 1162777	44 Bridge Rd, NOWRA	

If you require a 10.7 for another property click on **Add Additional Properties** and do the same process as before.

Click on the **Finish** (in red). The below window will appear.

Online Requests - Summary

[Address](#)[Certificates](#)[Properties](#)[Payment Details](#)

Request ID: 106196

Date:	<input type="text" value="21-Apr-2020 11:00AM"/>	Mailing Address	
Status:	<input type="text" value="Incomplete"/>	Name:	<input type="text" value="Type Name"/>
Reference:	<input type="text" value="10.7"/>	Address:	<input type="text" value="Type Address"/>
Phone	<input type="text"/>	DX:	<input type="text" value="0"/>
eMail:	<input type="text" value="Type Email Address"/>		
Comments:	<input type="text"/>		

Property ID	Description	Address
63755	Lot 1 DP 1162777	44 Bridge Rd, NOWRA

Description	Status	Qty	Amount
10.7 Part (2)	P	1	\$53.00
10.7 Part (2) & (5)	P	1	\$133.00
		Total:	\$186.00

Click **Payment Details** (in red)

Proceed with your payment details eg. Visa Card.

Online certificate application has now been completed. The certificate (pdf) will be emailed to your email address when processed.