



Planning Enquiries  
Phone: (03) 55730 444  
Web: [www.sthgrampians.vic.gov.au](http://www.sthgrampians.vic.gov.au)

**Office Use Only**

Application No:

Date Lodged: / /

# Application for Certificate of Compliance

## Applicant details

Name:	
Postal Address:	
Postcode:	
Email:	Phone:

## The Land

Street No.:	Street Name:
Lot No.:	Lodged Plan/Plan of Subdivision No.:
Suburb/Locality:	Postcode:

## Owner details

Name:	
Postal Address:	
Postcode:	

## Select Form you are applying for:

- Existing Use or Development form 14 (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)
- Proposed Use or Development form 15 (a certificate stating that a proposed 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)

## Existing Use or Development

Describe the Use and/or Development for which a Certificate is sought

Attach additional information which the Responsible Authority may require


## Proposed Use and/or Development

Describe the way the land is proposed to be used and/or developed.

Attach additional information which the Responsible Authority may require


## Declaration

Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

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

Name:

Signature

Date | D | D | / | M | M | / | Y | Y | Y |

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# Certificate of Compliance Fact Sheet

Section 97N of the Planning and Environment Act 1987

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Use this form to request a certificate stating that your proposed or existing use or development (as applicable) complies with the requirements of the planning scheme and therefore does not require a Planning Permit

## What is a Certificate of Compliance?

The Planning and Environment Act 1987, Section 97N provides that:

1. A person may apply to a Responsible Authority for –
  - (a) 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 ; OR
  - (b) 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 the date of the certificate)
2. The application must be accompanied by the prescribed fee (see Planning Fee Schedule: [www.sthgrampians.vic.gov.au](http://www.sthgrampians.vic.gov.au))

The responsible authority must consider the application and must either issue a Certificate of Compliance, or refuse to issue the certificate if the use or development or any part thereof would require a permit or prohibited under the Planning scheme.

## Existing use rights

If you are seeking confirmation of an **existing use right** you must provide evidence that the use currently occupying the land has operated at the site **for each year over the past 15 continuous years.**

Documentation may include:

- Yearly rate notices
- Bills, invoices, purchase orders and the like
- Lease agreements
- Advertisements for the business with date shown
- Plans, dated photographs and utility records
- Building permits and/or planning permits and endorsed plans
- Statutory Declarations

Or a combination of the above or other documentation that provides proof of the use. You will need documentation for each of the years of the previous 15 years and each document must clearly specify the use of the land. The documentation must **prove** the existing use at that time. The use must be defined specifically and not be a generic description (for example, if the existing use is “butcher shop”, then documentation referring to “retail premises” would not suffice).

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## Lodgement

Lodge the fully completed and signed application form and all supporting documents to:

**Southern Grampians Shire Council**  
Locked Bag 685, Hamilton VIC 3300  
111 Brown Street, Hamilton VIC 3300

**Contact Information:**

Email: [council@sthgrampians.vic.gov.au](mailto:council@sthgrampians.vic.gov.au)  
Telephone: (03) 5573 0444  
Fax: (03) 5572 2910