



CASSOWARY COAST REGIONAL COUNCIL

PO Box 887

INNISFAIL QLD 4860

Ph: 1300 763 903

Email: enquiries@cassowarycoast.qld.gov.au

Application for Planning and development certificate

Please note for information on multiple properties, a separate request will need to be lodged for each individual property (Lot/Plan). The fees are payable per lot.

Price on application may be considered for Certificates involving multiple lots.

Section 1 – Applicant(s) Details (All sections below are mandatory. Searches will be provided back to you via email)

Applicant name:	
Company name:	
Applicant reference:	
Postal address:	
Email address:	
Phone number:	

Section 2 – Property Details Requested

Property description:	
Property address:	
Vendor:	
Purchaser:	
Settlement date:	

Section 3 – Certificates Requested

Important: All Searches need to be received by midday for that day to be included in the timeframes mentioned below. If received after midday, the first day of the time allocated will begin the next business day.

☐	Limited planning and development certificate	5 business days	s23 Planning Regulation 2017	\$225.00 (per lot)
☐	Standard planning and development certificate	10 business days	s23 Planning Regulation 2017	\$750.00 (per lot)
☐	Full planning and development certificate	30 business days	s23 Planning Regulation 2017	\$1,600.00 (per lot)

Payment options:

In person	As of 1 July 2022, Cassowary Coast Regional Council no longer accepts payments by cash or cheque at Customer Service Centres, and other Council run facilities. You can pay via EFTPOS at the Customer Service Centres between 8:30am to 4:30pm Monday, Tuesday, Thursday & Friday; and 9:30am to 4:30pm on Wednesdays (excluding public holidays).
Over the phone	☐ Please tick if you would like to pay by credit card and an officer will call you to take payment after your application form is received.
By BPay	☐ Please tick if you would like an invoice to be emailed so you can pay by BPay.

OFFICE USE

Amount:		Receipt No:		Cashier:	
Property No:		Application ID:		Date:	

Information Privacy Statement:

Cassowary Coast Regional Council is collecting your personal information in accordance with the *Information Privacy Act 2009 (Qld)*, and other applicable laws. Your information is being collected for the purpose of processing your application and/or responding to your enquiry. It may be used by authorised Council officers and disclosed to other agencies or third parties where required or permitted by law. Providing this information is voluntary; however, if you do not supply the requested information, Council may be unable to provide the requested service. You have the right to access and amend your personal information held by Council, subject to legal constraints. For more information, please view Council's [Privacy Policy](#) on Council's website www.cassowarycoast.qld.gov.au