



Request for a Certificate of Compliance

Section 97N of the Planning and Environment Act 1987

Use this form to request a certificate stating that

- A proposed use or development complies with the requirements of the planning scheme; or
- An existing use or development complies with the requirements of the planning scheme.

The application must be accompanied by the prescribed fee.

Applicant details

Name
Postal Address
Phone (BH)
Email

Property details

Street address	
Suburb	Postcode

Specify the type of certificate required

<input type="checkbox"/> Existing use or development
<input type="checkbox"/> Proposed use or development

Describe the use or development for which a Certificate is sought

Declaration by Applicant

I declare that the information provided is true and correct.

Signature:

Date:

HOW TO SUBMIT A REQUEST FOR CERTIFICATE OF COMPLIANCE

Section 97N of the Planning and Environment Act 1987 states:

1. Any person may apply to the 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 of land would comply with the requirements of the planning scheme at the date of the certificate.
2. The application must be accompanied by the prescribed fee. See the current fee schedule on our [website](#).

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 is prohibited under the planning scheme.

A certificate of compliance is not a form of development approval.

YOU MUST GIVE FULL DETAILS. If you do not give enough detail, you will be asked for more information. This will delay your application.

Applicant details

- Give your full name or the name of the company, along with your contact details.

Property details

- Specify the street address or parcel details of the land.

Type of certificate required

- Tick which certificate you are applying for, from the two options provided.

Describe the use or development for which a Certificate is sought.

- (a) The current use or development of the land (existing use rights); or
- (b) What you propose to do with the land

Attach as many supporting documents as possible to assist the responsible authority in determining whether a Certificate can be issued. Additional information may include, but is not limited to:

- Statutory Declarations
- Copies of any planning permits or building permits and endorsed plans
- Copies of any other documents that might confirm an existing use or development such as dated photos, rate notices, utility records.

Lodge the completed and signed form and any supporting documents by email:

planningadmin@bendigo.vic.gov.au – we will send you an invoice which must be paid within 5 business days.