



How to Submit an Application Online

General Information

- An information section with the following symbol  is displayed at the top of most of the pages of the application process and this provides further information to help you with your application.
- All applications will have Help Text  which provides important information about your application that should be read prior to submitting your application (see Step 5).
- There is general help text which is displayed on the right hand side of some of the pages. This is not application specific.
- All fields marked with an asterisk are required to be completed prior to continuing with the application.
- Some applications require a particular document to be completed and attached to the online application. These are detailed on the website if required.

Step 1: Locating the online application

Online application forms can be found by searching for the relevant web page / knowledge article and following the link.

They are also listed on the Digital Forms page of the website:

<https://www.northernbeaches.nsw.gov.au/council/forms/digital-forms>

Step 2: Terms and Conditions - Agree to the Terms and Conditions

To continue with the application, you need to read and agree to the Terms and Conditions. Check the 'I agree to the Terms and Conditions' box at the bottom of the page, then click Continue.

Terms and Conditions

IMPORTANT - CONDITIONS OF USE & E-SERVICES DISCLAIMER

While reasonable efforts have been made in good faith to ensure the contents of this e-service facility ('the facility') are factually correct, Northern Beaches Council does not guarantee and accepts no responsibility or legal liability whatsoever arising from or connected to the accuracy, reliability, currency or completeness of any information provided in response to your enquiry. All of the information provided by or otherwise procurable on and from the facility is for general information purposes only and does not constitute advice whether legal or otherwise from Northern Beaches Council. There has been no consideration given as to whether any of the information provided or otherwise procurable on and from the facility is appropriate for you or the circumstances pertaining to the nature of your enquiry. You use the facility entirely at your own risk, and you should not rely or act upon any such information, for any possible legal purpose or any circumstance where loss or damage could arise as a result of reliance or acting upon any such information, without first seeking specific legal or other professional advice on your own particular circumstances. In addition, the facility is not, and is not intended to be, a substitute or an alternative for seeking information by otherwise available statutory means (eg making an application for a planning certificate). Northern Beaches Council does not accept any responsibility or legal liability should you rely upon the information provided by or otherwise procurable on and from the facility to your detriment, except as provided by statute. Use of the facility and the provision or submission of information implies agreement with and consent to these conditions of use.

Privacy Statement

Northern Beaches Council has certain obligations in relation to the personal information that it obtains from persons who use its website. Please read this statement to learn what information Council collects about you, why it is collected and what is done with it.

Collecting Personal Information

In completing any of the forms available on this site you will provide Northern Beaches Council with "personal information". This is defined in the Privacy and Personal Information Protection Act 1998 ("PPIPA") to be "information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion". Personal information collected by Council will include your name and any other information included in the forms.

Further, when you visit Council's website the following information is recorded for statistical purposes:

- The address of your server;
- The top-level domain from which you accessed the Internet (such as .com, .org, .gov, .edu, .au, .nz, etc.);
- The type of browser used;
- The date and time of your visit to the site;
- The pages you visited and the documents you downloaded;
- The links you followed to come to and leave the site;
- Any other information that is recorded
- This information is used to create reports to tell Council the number of visitors to the site, what areas are most visited, what areas are least visited and technical design information such as broken links. This information is used to assist Council in making the site more useful to visitors.

Personal information collected from you is held and used by Council as permitted by Privacy and Personal Information Protection Act 1998 ("PPIPA"). Under PPIPA you are entitled to be informed of:

- the fact that personal information is being collected;
- the name and address of the agency collecting and holding the information;
- the purposes for which the information is being collected;
- the persons and bodies to whom the information will be disclosed;
- whether the provision of the information is mandatory or voluntary;
- the consequences (if any) of not providing the information; and
- your right under PPIPA to apply to have access to your information or to have it corrected.

Council has various functions under the Environmental Planning and Assessment Act, 1979, the Local Government Act 1993 and other legislation, and personal information is collected to enable Council to perform them. Under PPIPA, other agencies (particularly law enforcement agencies) may have the right to gain access to personal information about you that Council holds. Indeed, some agencies (particularly law enforcement agencies) have legal authority to inspect our Internet Service Providers' logs and obtain your address if required for an official investigation. Further, Council records are available for public inspection and copying, including under the Local Government Act 1993 and the Government Information (Public Access) Act 2009.

At the request of an individual to whom personal information held by Council relates, Council must provide the individual with access to the information. Council must, at the request of an individual to whom personal information held by Council relates, make appropriate amendments to ensure that the personal information is, among other things, accurate.

Each of the forms on this site include statements on whether the supply of information by the individual is mandatory or voluntary and any consequences for the individual if the information is not provided.

Copyright

The contents of this website are copyright and may not be reproduced in any form without the prior consent of Northern Beaches Council.

Do you accept the terms and conditions stated in the disclaimer above?

I Agree to the Terms and Conditions

Step 3: Application Information – Enter information in these fields relevant to your application

The information requested depends on the application type you have selected.

Application Information

Application Summary: Planning Certificate - Planning Certificate 149 (2&5)

Provide all required details about your application. If you decide to not proceed with this application please click Cancel Application on the left hand menu to exit.

i In most instances electronic certificates will be generated within 30 minutes. However, Council's timeframes for processing section 149 Certificates is 3 working days from the time of receipt of payment for applications. If you have not received your electronic certificate within 3 working days please check your junk/spam folder before contacting Council.

Application Information

Note: Fields with an asterix (*) are mandatory.

Your Reference (Please enter only if applicable)

Clear Next

Some applications allow you to add you own reference:

The information entered into the Your Reference field will be displayed on the top of the front page of the 10.7 certificate as the Applicant Reference.

This can be left blank if it is not required.

Click on Next

Other applications: There may be several fields which are required to be completed. Click on Next. Note by clicking Next on this screen you agree to the conditions – this is the same information that is provided in the Help Text

Application Information

Application Summary: Permits - Access Over Council Reserves

i Provide all required details about your application. If you decide to not proceed with this application please click Cancel Application on the left hand menu to exit.

Application Information

Note: Fields with an asterix (*) are mandatory.

Park, Reserve or Sportsfield Name*

Reason for Access*

Access Vehicle Description

Registration No.

No of Staff Expected to be on Site During Works

Contractor's company (if applying as individual)

Permit Start Date*

Permit End Date*


Important: By clicking "Next" you agree to these **conditions**

Clear Next

Step 4: Delivery Email Address - Enter the email address that you would like your certificate to be delivered to

Delivery Email Address

Application Summary Planning Certificate - Planning Certificate 149 (2&5)

 Please provide a valid email address. This email address will be used to send you information relevant to your application.

Email Address

Step 5: Primary Property – Enter the Property or Land Location that you want the application issued on

You can select the property either via a property search or via a land search using the Address and Land tabs shown below.

Note, as stated in the information box, when searching for reserves click on Advanced Search and enter the name of the reserve into the Property Name field. If the reserve does not have a name, please enter the closest property to the reserve.

Confirm the property returned is the correct property and land parcel before proceeding. Note: 10.7 certificates are issued on the land parcel - ensure this is correct before proceeding as refunds will not be issued for incorrectly selected properties or land parcels.

Primary Property

Application Summary
Permits - Access Over Council Reserves

Property Search

Search for a property or land location that this application relates to. Please click [Search](#) to retrieve the property details before clicking Next.

i Note when searching for reserves please click on Advanced Search and enter the name of the reserve into the Property/Reserve Name field. If the reserve does not have a name please enter the closest property to the reserve.

Address **Land**

Fast Search **Search**

Advanced Search

Unit Number

House Number

Street Name

Suburb

Postcode

Address	Legal Description
<input checked="" type="radio"/> 2 Dalley Street QUEENSCLIFF NSW 2096	Lot 1 DP 16992

Step 6: File Attachments (only on specific applications) – Upload relevant documents

Upload any relevant documents. Note documents marked with an asterisk are mandatory.

Click on the link 'How to Add Attachments' on the right hand side of the page for more information on how to add attachments – this displays the following Help Text.

Upload the files requested:

- Select the Attachment Type by clicking on the radio button
- Click on Choose File
- Select the File you are uploading (ensuring it is an accepted file type and size)
- Enter the File Title
- Enter the Captcha displayed in the image
- Click on Upload

Note: your file will be displayed at the bottom of the screen in the section 'Uploaded Files'. This process needs to be repeated for every document being uploaded.

When the Uploaded Files section displays all the files you want to upload, click on Next.

File Attachments

[Help](#)
[How To Add Attachments](#)

Application Summary
Permits - Access Over Council Reserves

Please refer to the Help section on the right hand side of the screen for information on how to add attachments.

i If you have a file attachment larger than 25MB please note you cannot submit your application online. Please submit your application in person or by post to Warringah Council, 725 Pittwater Road, DEE WHY NSW 2099.

Attachment Type	Accepted File Types
<input checked="" type="radio"/> Sketch of Reserve and Proposed Pathway of Access *	PDF,PNG,JPG,BMP,GIF
<input type="radio"/> Methodology Statement (To include description and reason for access) *	PDF,PNG,JPG,BMP,GIF
<input type="radio"/> Erosion and Pollution Control Plan	PDF,PNG,JPG,BMP,GIF
<input type="radio"/> Safe Work Method Statements (SWMS)	PDF,PNG,JPG,BMP,GIF
<input type="radio"/> Traffic Control Plan	PDF,PNG,JPG,BMP,GIF

File No file chosen

File Title

File Description

Uploaded Files

File Name (Title)	Attachment Type	Remove
Sketch of Reserve and Proposed Pathway of Access.pdf (Sketch of Reserve and Proposed Pathway of Access)	Sketch of Reserve and Proposed Pathway of Access	<input type="button" value="X"/>
Methodology Statement.pdf (Methodology Statement)	Methodology Statement (To include description and reason for access)	<input type="button" value="X"/>

Step 7: Summary Information – Checking the information is correct

Check all the information on the Summary Information page is correct. If there are fees due they will be displayed on this screen. Click on Continue.

Summary Information

Please see a summary of your application below.

[Application Information](#)

Permit Start Date*	22/11/2017
Permit End Date*	23/11/2017
Park, Reserve or Sportsfield Name*	Jamieson Park
Reason for Access*	Access to garden for delivery
Access Vehicle Description	Mazda Tribute
Registration No.	AYU 111
No of Staff Expected to be on Site During Works	4
Contractor's company (if applying as individual)	N/A

[Primary Property](#)

Address	2 Dalley Street QUEENSCLIFF NSW 2096
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[Primary Land](#)

Legal Description	Lot 1 DP 16992
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[File Attachments](#)

File Name	Sketch of Reserve and Proposed Pathway of Access.pdf
File Title	Sketch of Reserve and Proposed Pathway of Access
Attachment Type	Sketch of Reserve and Proposed Pathway of Access
File Name	Methodology Statement.pdf
File Title	Methodology Statement
Attachment Type	Methodology Statement (To include description and reason for access)

Click [here](#) to search for the fees and charges relevant to this application.

[Permit Applications / Road Act Approvals](#)

There are no upfront charges for permit and road act approvals applications. Charges will be determined if the application is approved.

[Continue](#)

Step 8: Shopping Cart – Selecting relevant applications

You can add more applications to your Shopping Cart by clicking on Submit an Application regardless of whether you are logged in.

Ensure you select any applications in the Shopping Cart that you would like to proceed with by checking the relevant box(es) and clicking on Proceed.

Shopping Cart

i To process an item in your shopping cart select it using the Take to Checkout box and click the [Proceed](#) button. Items can be removed or edited before proceeding.

Shopping Cart Retrieval

To retrieve existing shopping cart items, enter the unique reference number that you received and click the Search button.

Reference No

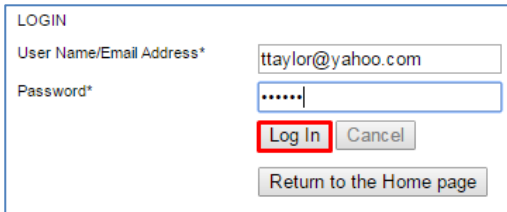
Shopping Cart

Type	Description	Amount	Remove	Take to Checkout
Application	Permits - Access Over Council Reserves 2 Dalley Street QUEENSLIFF NSW 2096	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			Remove All	Check All / Uncheck All

If you would like to save your Shopping Cart and return to your application at a later stage then click on Save Cart and record the Reference Number that is displayed. When you are ready to proceed with your application open the Shopping Cart, enter the number in the Reference No field and click on Search. This process can be followed regardless of whether or not you are logged in.

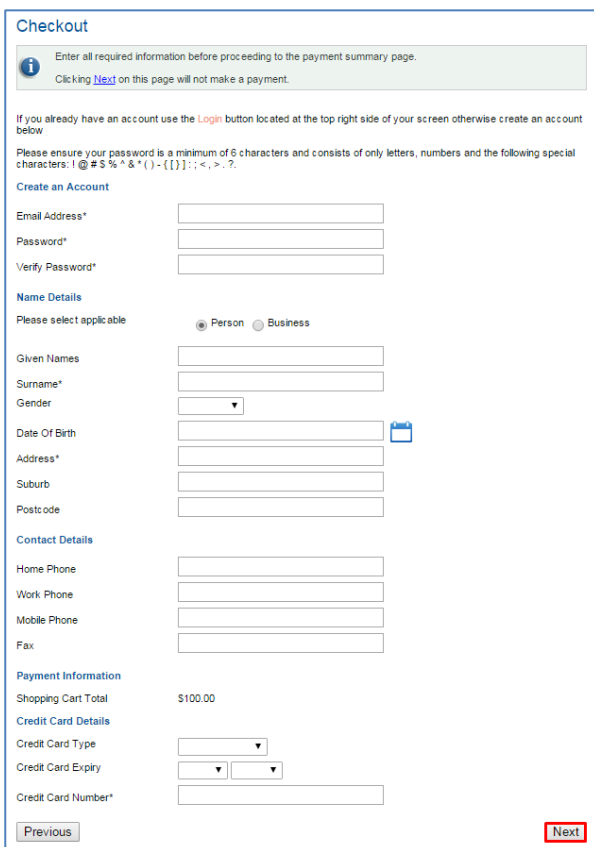
Step 9: Checkout/Applicant (only for users not logged in) – Creating an account

Note at this stage registered users can still login and should not create a new account. This can be done by clicking the Login Button on the top right hand side of the page. Note: If you click on the Login on the left hand side of the screen, once logged in you will have to click on Shopping Cart again. Enter your User Name/Email Address (which is your email address you previously used to register) and Password. Click on Log In.



If you haven't previously registered, please provide as much information as possible in order for your account to be created. At least one phone number is mandatory. Credit card details are also mandatory.

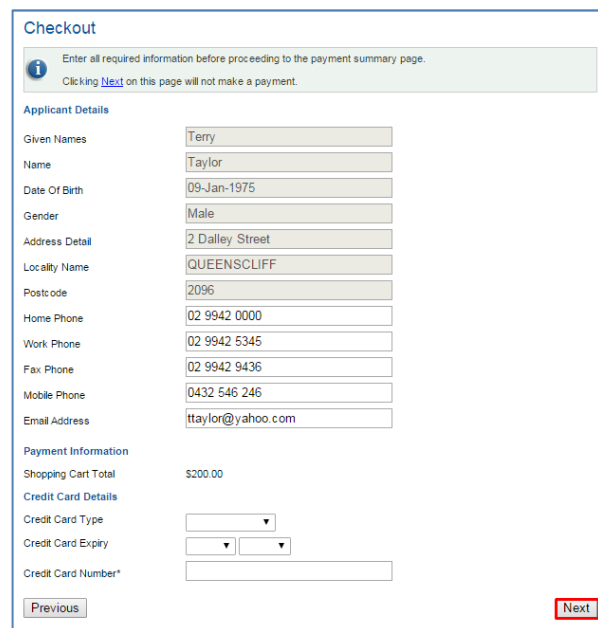
Checkout screen when a fee is payable For Guest Users:



Click on Next

Note: Some contact details which are already in our system will be displayed for logged in users. If the information displayed in the inactive fields is incorrect you can contact Council to update them. Information in the active fields can be updated.

For Users who are logged in:



Note: if there are no fees this screen will be titled Applicant. This will have the same information as displayed above apart from there will be no Payment Information and Credit Card Details sections. Also you will need to click on Complete instead of Next.

Step 10: Payment Summary (only for applications with a fee) - Check the information displayed is correct

Check all the information in the Payment Summary is correct and click on Complete. Please note the application is not submitted until you click on the Complete button and the Payment Confirmation screen is displayed.

User Information
Home Page
LOGIN
Forgotten Password

Certificate Lodgement
Fees and Charges
Shopping Cart
Submit an Application

Service Request
Request a Service
Track a Request
Waste Calendar

Planning Information
Find an Application
Find Property Information
Online Planning Maps

Payment Summary

Confirm that all of the information on this page is correct before proceeding. Clicking [Complete](#) will cause a payment to be made if this application has an amount due.

Note that it may take up to a few minutes to complete your payment - please do not click the Complete button more than once.

Applicant Details

Title	Terry
Given Names	Taylor
Name	Male
Gender	9/01/1975
Date Of Birth	2 Dalley Street
Address Detail	Queenscliff
Locality Name	2096
Postcode	02 9942 0000
Home Phone	02 9942 5345
Work Phone	02 9942 9436
Fax Phone	0432 546 246
Mobile Phone	testing2222@testing.com.au
Email Address	

Purchase Details

Type	Description	Amount
Application	Planning Certificate - Planning Certificate 149 (2) 2 Dalley Street QUEENSCLIFF NSW 2096	\$100.00

Totals

Credit Card Surcharge	\$1.00
Amount Due	\$101.00

Payment Details

Credit Card Type	Visa
Credit Card Number	*****1111
Credit Card Expiry	10/21

[Previous](#) [Complete](#)

Step 11: Payment Confirmation/Application Confirmation – Email the Payment Confirmation as an email or print it

One of the following two screens will be displayed which confirms your application has been submitted.

Payment Confirmation screen When payment has been made:

Payment Confirmation

You have successfully completed the checkout process. Please print a copy of the information on this page for future reference or enquiries.

Warringah Council
ABN: 31 565 068 406

Applicant Details

Title Terry
Given Names Taylor
Name Taylor
Gender Male
Date Of Birth 9/01/1975
Address Detail 2 Dalley Street
Locality Name Queenscliff
Postcode 2096
Home Phone 02 9942 0000
Work Phone 02 9942 5345
Fax Phone 02 9942 9436
Mobile Phone 0432 546 246
Email Address testing2222@testing.com.au

Transaction Details

Transaction Date 23-Jun-2015
Payment Reference 4524
Transaction Amount \$101.00

Charge Details

Reference	Application	Charge Description	Charge	Charge Tax	Charge Total
ePLC2015/0135	Planning Certificate - Planning Certificate 149 (2) 2 Dalley Street QUEENSCLIFF NSW 2096	149(2) Certificate Fee	\$100.00	\$0.00	\$100.00
Sub Total					\$100.00
		Credit Card Surcharge	\$1.00	\$0.00	\$1.00
Total					\$101.00

Email Address Details

Email Address ttaylor@yahoo.com

Application Confirmation screen When no payment has been made:

Application Confirmation

Please find details of your application below. If you have any queries regarding the processing time, please refer to the terms and conditions of the application.

If you have any other queries, please contact our Customer Service team on 02 9942 2111.

Application Details

Reference Number eDD2015/00004
Application Description Road Act Approvals - Driveway
Delimitation
2 Dalley Street
QUEENSCLIFF NSW 2096

Applicant Details

Title Mr
Given Names Terry
Name Taylor
Gender Male
Date Of Birth 9/01/1975
Address Detail 2 Dalley Street
Locality Name QUEENSCLIFF
Postcode 2096
Home Phone 02 9942 0000
Work Phone
Fax Phone
Mobile Phone
Email Address

Email Address Details

Email Address ttaylor@yahoo.com

Your application has now been completed.

For 10.7 certificates: In most instances they will be generated within 30 minutes. However, Council's timeframe for processing section 10.7 Certificates is 3 working days from the time of receipt of payment for applications. If you have not received your electronic certificate within 3 working days, please check your junk/spam folder before contacting Council.

For other applications: Council will contact you once the application has been assessed and determined. The time this takes varies depending on the application type and for permits is also dependant on the date the permit is required.

If you have any issues with your application, please contact Council's Customer Services team on 1300 434 434 from Monday to Thursday 8.00am to 5.30pm, or Friday 8.00am to 5.00pm.