



OFFICE USE ONLY		
Ref:	Receipt No/Date/Amt:	Appl No.
ASSESSMENT NO. _____ PARCEL NO. _____		

PROPERTY ENQUIRY APPLICATION FORM

IMPORTANT – If more than one certificate is required, complete and forward one form for each certificate to relevant department in accordance with Property Inquiry Information Sheet.

TO:

Wellington Shire Council

PO Box 506, SALE, VIC. 3850

Type of Certificate Required

LAND INFORMATION

Normal - 3 Business Days **\$31.40**

Priority – 24 hours **\$80.00**

Fee Enclosed \$.....

NOTE: Replies will be mailed to applicant's address.

VENDOR		PURCHASER	
Surname:			
Other Names:			
Address:			

APPLICANT	APPLICANT'S REFERENCE:		
Surname:	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Total Sale Price \$</td> <td style="width: 40%;">Date Req'd</td> </tr> </table>	Total Sale Price \$	Date Req'd
Total Sale Price \$	Date Req'd		
Other Names:	Action/Settlement Date:		
Address:	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Terms of Sale:</td> <td style="width: 40%;">Phone:</td> </tr> </table>	Terms of Sale:	Phone:
Terms of Sale:	Phone:		
	Contract No:		

DESCRIPTION OF LAND MUST BE PRECISE, INSUFFICIENT INFORMATION WILL RESULT IN RETURN OF APPLICATION.

COPY OF TITLE MUST ALSO BE ATTACHED WITH ALL APPLICATIONS.

Municipal Property No.		Flat/Unit No.		Street No., Street Road etc		Municipality	
Lot No.	Plan No.	C.A.	C.P.	Section	Parish		
Town or Suburb	Postcode	Volume/Book	Folio Number	Frontage links/ft/meters	Depth links/ft/meters		

State whether vacant land or nature of building (eg. Dwelling, factory) _____

Credit Card Authorisation Form



This form is used to provide a credit card payment to the Wellington Shire Council. Payments for Rates, Infringements, and Animal registration renewals will not be accepted. Secure online payments for these accounts can be made at www.wellington.vic.gov.au.

Please ensure that all fields are fully completed with the correct information and that any relevant documentation is attached with this form i.e. planning application, request for a copy of plans form.

We will only use personal information provided by you for the purposes for which it was collected and in order for Council to fulfil its business requirements. A new Credit Card Authorisation Form will need to be completed for each transaction.

Completed forms can be mailed to the Wellington Shire Council at PO Box 506 Sale VIC 3850 or faxed to: 03 5142 3501. Please contact Customer Service on 1300 366 244 if you have any questions.

Part 1: Applicant Details	
Given Names/s	
Family Name	
Address	
Daytime Phone Number	
Email Address	
Part 2: Payment Details	
Description (copy of plans, planning permit)	
Amount Authorised	\$
Address of property relevant to application (if applicable)	
<i>Payments for Rates, Infringements, and Animal registration renewals will not be accepted.</i>	
Part 3: Credit Card Details	
Name on Credit Card (please print)	
Type of Card (Visa, Mastercard only)	
<i>We do not accept American Express or Diners Club.</i>	
Bank Name (NAB, ANZ, Westpac etc)	
Credit Card Number	
Card Expiry Date	
Card Holders Signature Authorising payment of above amount	Date

Office Use Only	
Council Officer	
Receipt Number	
Date	

