

## **Electronic Lodgement of Council Certificates Requests Application Form.**

### **Description of the Electronic Request Lodgement System**

Shoalhaven City Council (the Council) provides an electronic Internet web interface to allow registered customers (the customer) to apply for;

- 149 Certificates
- 603 Certificates
- Sewer Diagrams
- Special Water Meter Readings
- 121ZP Certificates
- 735A Certificates

### **Terms and Conditions**

By registering to use this system you are agreeing to meet the following terms and conditions.

- The use of this service can be terminated at either party's request. Upon termination, the Council will debit the customer's bank account the amount of any completed certificates supplied by council.
- The customer agrees to allow the council to debit their bank account the amount prescribed as the fee for the supply of the requested certificates as confirmed in the system. A Direct Debit Request and Direct Debit Request Service Agreement form (attached) are to be completed prior to being authorised to use the system.
- The Council will supply the customer with a username and password in order to access this system. The customer is responsible for ensuring the security of this information and will be held liable for any services provided using this username and password.
- The council will reset the customer's password when requested by the customer.
- Council makes no warranty as to the availability of the service.
- Should the customer experience problems with the request lodgement system, they should contact Council's IT helpdesk on 02 4429 3123 who will investigate and attempt to correct any faults. The IT helpdesk operates from 8:30am to 5:00pm weekdays.

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Company Name: .....

Address: .....  
.....  
.....

Email address:  
.....

Nominated Contact: .....

Date: .....

Acknowledgement:

By signing this “Electronic Lodgement of Council Certificates Requests Application Form”, you acknowledge having read and understood the terms and conditions governing the access arrangements between you and Shoalhaven City Council as set out in this Application.

Signature: .....