

QUICK REFERENCE GUIDE

How to ensure you get the certificate you want



FIRST STEPS

- » Log in to the eProperty portal
- » From the menu list on the LHS under *Online Applications*, select Submit an Application
- » Scroll down the page and locate Planning Certificates
- » Select required certificate 10.7 Part 2 or 10.7 Parts 2 and 5.



YOUR REFERENCE

» Enter your reference here.

This will help you link QPRC's certificate number with your order.



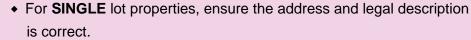
PRIMARY PROPERTY

Option 1
Search by Address

House No. and Street Name

Choose one method only.

- » Enter the House Number, Street Name, Suburb and Postcode.
- » Select the Search icon.



- For **MULTI** lot properties, ensure the address and legal description are correct and select the first lot in the list.
- » Select Next.

or

or

- » Enter the Plan Number and Lot.
- » Select the Search icon.
 - For **SINGLE** lot properties, ensure the address and legal description are correct.
 - ◆ For MULTI lot properties, only the lot you have entered will appear.
 Ensure the address and legal description are correct.
- » Select Next.



Option 2 Search by Land

Lot and Deposited Plan No.

4 OTHER RELATED LAND

For **SINGLE** lot properties, ignore this step and click *Skip*.



Search by Address

House No. and Street Name

For **MULTI** lot properties ONLY:

- » Enter the House Number, Street Name, Suburb and Postcode.
- » Select the Search icon.
- » Select the **additional** lots that are to be included in the certificate.
 - ie. Do not select the lot that was selected in Step 3.
- » Select Add +.



SUMMARY INFORMATION

- » This section will display the following details:
 - Your Reference.
 - Primary Property information.
 - Primary Land information.
 - Any additional land that is to be included in the certificate.
 - » Ensure these details are correct before proceeding with the order.



SHOPPING CART

» Follow the prompts to proceed with payment and finalisation of the certificate order.

Please contact 1300 735 025 if assistance is required