QUICK REFERENCE GUIDE

How to ensure you get the certificate you want

1	**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.
2	**YOUR REFERENCE**	» Enter your reference here. This will help you link QPRC's certificate number with your order.
3	**PRIMARY PROPERTY** **Option 1** **Search by Address** House No. and Street Name **or** **Option 2** **Search by Land** Lot and Deposited Plan No.	**Choose one method only.** » Enter the House Number, Street Name, Suburb and Postcode. » Select the *Search* icon. ◆ For **SINGLE** lot properties, ensure the address and legal description is correct. ◆ For **MULTI** lot properties, ensure the address and legal description are correct and select the first lot in the list. » Select Next. **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.*
4	**OTHER RELATED LAND** **Search by Address** House No. and Street Name	For **SINGLE** lot properties, ignore this step and click *Skip.* 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 +.*
5	**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.
6	**SHOPPING CART**	» Follow the prompts to proceed with payment and finalisation of the certificate order. **Please contact 1300 735 025 if assistance is required**