

# SPEAR ORGANISATION REGISTRATION FORM - COUNCIL

Please note the completed forms will need to be returned via email to [spear.info@dse.vic.gov.au](mailto:spear.info@dse.vic.gov.au)

<b>Organisation Information</b>	
Organisation Name (this will be displayed in SPEAR)	
Registered Entity/Legal name (this is the name you registered with VeriSign for digital certificates)	
ABN (for the Entity name)	
Office address	Unit No/ Street No Street Name Suburb Postcode
Postal address	Post Office Box or Street No Street Name Suburb Postcode
Phone (Council switchboard number)	
Fax	
TTY number (if applicable)	
Public email address(generic organisational email address)	
Payment gateway URL (only required if Council accepts payments online for planning applications)	
<b>SPEAR - Application types</b>	
Application types (tick boxes for applications Council will process via SPEAR)	<input type="checkbox"/> Subdivisions/ Consolidations <input type="checkbox"/> Planning Permit <input type="checkbox"/> Certification only <input type="checkbox"/> Joint applications(certification plus planning permit) <input type="checkbox"/> All Planning Permits (PAO) (not yet available)
Local Administrator (nominated Council staff member)	Name: Phone number: Email:
<b>SPEAR - Notifications</b>	
Email address for subdivision applications	
Email address for planning applications	
<b>Digital Certificates</b>	
ABN-DSC Authorised Officer (#1)	Name: (as registered with VeriSign digital certificate) Phone number: Email:
ABN-DSC Authorised Officer (#2)	Name: (as registered with VeriSign digital certificate) Phone number: Email:

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<b>Referral Authorities (e.g. AGL, including regional offices, if applicable)</b>		
<b>Surveying organisations (including regional offices, if applicable)</b>		

USER DETAILS

	<b>First name</b>	<b>Last name</b>	<b>Phone Number</b>	<b>Direct work Email address</b>	<b>Access Type</b> <ul style="list-style-type: none"> <li>• <b>Standard</b></li> <li>• <b>Password</b></li> <li>• <b>Digital signing</b></li> </ul>
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NOTES: Don't forget to include user details for your SPEAR Local Administrator also (if they are to also use SPEAR)  
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