

## SPEAR Organisation Registration Form – Council

Once completed, return this form by email to [spear.info@transport.vic.gov.au](mailto:spear.info@transport.vic.gov.au)

Organisation Information	
Organisation Name (this will be displayed in SPEAR)	
Registered Entity/Legal name (as registered with DigiCert digital certificate)	
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	
Public email address (generic organisational email address)	
Fee payment options	<input type="checkbox"/> Accept payment through SPEAR payments <input type="checkbox"/> Do not accept online payments <input type="checkbox"/> Accept payment through the council's payment website Payment gateway URL:
SPEAR - Local Administrator	
Local Administrator (nominated council staff member)	Name: Phone number: Email:
SPEAR Notifications	
Email address for subdivision applications	
Email address for planning applications	
Digital Certificates	
ABN-DSC Authorised Officer (#1)	Name: (as registered with DigiCert digital certificate) Phone number: Email:
ABN-DSC Authorised Officer (#2) (Optional)	Name: (as registered with DigiCert digital certificate) Phone number: Email:

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## SPEAR User Details

	First name	Last name	Phone Number	Direct work email address	<b>Access Type</b> <ul style="list-style-type: none"> <li>• View only</li> <li>• Password</li> <li>• Delegate</li> <li>• Digital Signing</li> </ul>
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