

NOTES

1. All documents must be supplied as an electronic copy on a USB or by email when lodging a Subdivision Certificate Application (including all written reports/statements and plans).
2. You must include all information requested on this form and the accompanying checklist, as it applies to your application. Incorrect or incomplete details may lead to delays in processing your application.
3. Attach your completed checklist to this form. Council's Customer Services Centre can assist you with any enquiries you have about completing your application.
4. By submitting this application, you consent to Council's Authorised Officers to enter the land to carry out inspections for the purpose of assessing and determining this application.

Applicant Details

Note: the applicant is the person responsible for making the application and need not be the owner of the land. The applicant is responsible for ensuring all the information provided is correct. All correspondence in relation to this application will be issued to the applicant as stated on this form.

Name/s (individual or company name in full)			
For companies, contact name			
Postal address			
ABN:			
	Suburb		
	State	Post Code	
Contact phone number			
Mobile number			
Email address			
Applicant's reference number			

Property Details

Unit/House No.	Street	Suburb	Lot	Section	DP/SP

Development Details

Details of activity of which consent is sought (provide enough detail to fully describe the proposal)

Development Consent and Construction Certificate Numbers

Development Consent No.

Date of Issue

Construction Certificate No.

Date of Issue

Notes for completing a Subdivision Certificate Application

The following information must accompany an application:

- A list of the documents accompanying the application
- One (1) original plan of subdivision (Deposited Plan), including Admin Sheet and 88b, prepared by a registered surveyor
- Copy of relevant development consent or complying development certificate
- detailed subdivision engineering plans endorsed with a construction certificate (where applicable)
- for a deferred commencement consent evidence that the applicant has satisfied the consent authority on all matters which it must be satisfied of before the consent can operate
- evidence that the applicant has complied with all conditions of consent, that it is required to comply with before a subdivision certificate can be issued (where applicable)
- a certificate of compliance from the relevant water supply authority (where applicable)
- if a subdivision is the subject of an order of the Land and Environment Court under section 40 of the *Land and Environment Court Act 1979* evidence that required drainage easements have been acquired by the relevant council
- for subdivision involving subdivision works evidence that:
 - ◆ the work has been completed, or
 - ◆ agreement has been reached with the relevant consent authority regarding payment of the cost of work or as to the time for carrying out the work, or
 - ◆ security given to the consent authority with respect to the completion of the work, or
 - ◆ bond payment evidence (where applicable), and
 - ◆ electronic copy of work as executed (WAE) drawings (where applicable)
 - ◆ evidence of the Section 94 and Section 64 contributions have been paid.



Owner Declaration (enter details of all owners below)		
<input type="checkbox"/> I am the sole owner of the development site (provide details below)		
<input type="checkbox"/> There are multiple owners of the development site (provide details of all owners below, one per line)		
<input type="checkbox"/> The owner is a Company (details below) and I am authorised under delegation to provide owner's consent - my name and role designation is: <input style="width: 500px;" type="text"/>		
Owner Name	Owner Address	Owner Email
Owner Signature:		
Handwritten forms are required to be signed by all owners. Where the form is completed in the editable PDF, a scanned copy of owners' signatures can be inserted. Where an electronic signature is inserted, owners will be bound by that signature.		
Dated:		
If there are more than 3 owners, please provide the additional details on an additional sheet. Please be aware that it is a criminal offence to make a false declaration		
Applicant Declaration		
<input type="checkbox"/> I declare that all information submitted in this form and the attachments is accurate to the best of my knowledge		
Applicant's Signature:		
Applicant's Name:		
Handwritten forms are required to be signed by all applicants. Where the form is completed in the editable PDF, a scanned copy of applicants' signatures can be inserted. Where an electronic signature is inserted, applicants will be bound by that signature.		
Dated:		
Conflict of Interest		
I am an employee/Councillor or relative of an employee/Councillor	No	Yes
If yes, state relationship		

PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the *Privacy and Personal Information Protection Act 1998*, *Government Information Public Access Act 2009* and Council's Privacy Management Plan.

The supply of information on this form is voluntary but it is required to process your application/request.

The Privacy Management Plan may be accessed on Council's website
<http://www.singleton.nsw.gov.au/index.aspx?nid=418>

If you have any further enquiries concerning Privacy matters, contact Council's Privacy Officer on 02 65787290.

