

APPLICATION FOR SUBDIVISION CERTIFICATE

Under section 6.15 of the *Environmental Planning and Assessment Act 1979*

Information

- All documents must be supplied as originals when lodging a Subdivision Certificate Application (including all written reports/statements and plans).
- The [Subdivision Certificate Lodgement Checklist](#) is available on Councils Website
- You must include all information requested on this form and the Subdivision Lodgement Checklist, as it applies to your application. Incorrect or incomplete details may lead to delays in processing your application.
- 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.

1. Applicant Details

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		ABN	
Postal Address			
Suburb		State	Post code
Contact phone number		Mobile number	
Email address			
Applicant's reference number			

2. Property Details

Number	Street	Suburb	Post Code	Lot	Section	DP/SP

3. Development Details

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

4. Development Consent and Construction Certificate Numbers

Development Application Number		Date of Issue	
Construction Certificate Number		Date of Issue	

5. Conflict of Interest

I am an employee/Councillor or relative of an employee/Councillor Yes No

If yes, state relationship:

6. Required Documentation

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 uncompleted works approved
 - 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
 - maintenance bond payment evidence (where applicable), and
 - electronic AutoCAD copy of work as executed (WAE) drawings (where applicable)
 - Evidence of the Section 94 and Section 64 contributions have been paid.

7. Applicant Declaration

- I declare that all information submitted in this form and the attachments is accurate to the best of my knowledge

Applicant's Name	Applicant's Signature	Date

8. Owner Declaration

- separate document attached signed by each owner

All owners must sign this form (or attach a separate letter signed by each owner if more space is required). If the property is owned by a company, consent to lodge this application is required consistent with Corporation law. Any person who signs on behalf of a company must state the authority by which that person acts and must print their name and position. If you do not provide the information (or any part of it) your application may not be accepted.

- I am the sole owner of the development site (provide details below)
- There are multiple owners of the development site (provide details of all owners below, one per line)
- The owner is a Company (details below) and I am authorised under delegation to provide owner's consent
- I understand that by signing this form, I am also authorising the applicant, as identified on this form; to act on my behalf. I understand that the applicant, as identified on this form; is the contact for Council's enquiries about the application.

Please be aware that it is a criminal offence to make a false declaration

Owner Name	Owner Signature	Date

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. If you have any further enquiries concerning Privacy matters, contact Council's Privacy Officer on 02 6578 7290.