

APPLICATION FOR SUBDIVISION CERTIFICATE – EXEMPT DEVELOPMENT

Under Section 6.15 of the *Environmental Planning and Assessment Act, 1979*

Information

- All documents must be supplied as an electronic copy on a USB or by email when lodging a Subdivision Certificate Exempt Development Application (including all written reports/statements and plans).
- You must include all information requested on this form, 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	Lot	Section	DP/SP

3. Description of Exempt Development

<input type="checkbox"/> Boundary Adjustment	How Many Lots are Involved?
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4. Required Documentation

The following information must accompany an application:

- A document outlining compliance with the exempt provisions contained in Clause 2.75 of the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
- One (1) original copy of the Linen Plan and related Administration Sheet prepared by a registered surveyor.
- Where applicable, a certificate of compliance from the relevant servicing authorities (including water/sewer supply, electricity and telecommunications)
- If required, a copies of any encumbrances/easements required under Section 88B of the *Conveyancing Act 1919*

5. Conflict of Interest

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

If yes, state relationship:

6. 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

7. 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.