

Subdivision Certificate Application Form Exempt Development

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

NOTES

1. 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).
2. 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.
3. 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

Description of Exempt Development

Boundary Adjustment _____
(How many lots involved)

Notes for completing a Subdivision Certificate Exempt Development Application

The following information must accompany an application:

- A list of the documents accompanying the application
- One (1) original plan of subdivision (including Admin Sheet and 88b) prepared by a registered surveyor
- evidence that the applicant has complied with all conditions of exempt development, before a subdivision certificate can be issued (refer to Subdivision 38 State Environmental Planning Policy (Exempt and Complying Development Codes) 2008, clause 2.75).
- 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 (if applicable).



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: 400px;" 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.

