

SUBDIVISION CERTIFICATE LODGEMENT CHECKLIST

Fees and Administration	Applicant to Tick	Office Use
Completed Subdivision Certificate Application Form: Showing -		
Ownership is correct	<input type="checkbox"/>	<input type="checkbox"/>
Property title details (Lot / DP) and land zone of land being developed are correct	<input type="checkbox"/>	<input type="checkbox"/>
Payment of appropriate Subdivision Certificate Application Fees	<input type="checkbox"/>	<input type="checkbox"/>
Owner's Consent signed and dated (signatures of all owners required) IMPORTANT: If company the position title of the signatory is required	<input type="checkbox"/>	<input type="checkbox"/>
All required documents have been provided	<input type="checkbox"/>	<input type="checkbox"/>
The following information must accompany a Subdivision Certificate Application		
List of the documents accompanying the application	<input type="checkbox"/>	<input type="checkbox"/>
One (1) original plan of subdivision (Deposited Plan)	<input type="checkbox"/>	<input type="checkbox"/>
Admin Sheet	<input type="checkbox"/>	<input type="checkbox"/>
88b Instrument (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of relevant development consent or complying development certificate	<input type="checkbox"/>	<input type="checkbox"/>
Detailed subdivision engineering plans endorsed with a construction certificate (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>
A certificate of compliance (s.50 approval) from the relevant water supply authority (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
If a subdivision is the subject of an order of the Land and Environment Court under section 40 of the <i>Land and Environment Court Act 1979</i> evidence that required drainage easements have been acquired by the relevant council	<input type="checkbox"/>	<input type="checkbox"/>
For subdivision involving civil works evidence that: <ul style="list-style-type: none"> • 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 (uncompleted works approved), or • security given to the consent authority with respect to the completion of the work • maintenance bond payment evidence (where applicable) • electronic copy of the work as executed (WAE) drawings (where applicable) 	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of payment of Developer Contributions (previously Section 94 fees)	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of electricity supply (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of telephone supply (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>