

SUBDIVISION WORKS CERTIFICATE/MODIFICATION OF A SUBDIVISION WORKS CERTIFICATE LODGEMENT CHECKLIST

Information

The following information must be lodged with any Subdivision Works Certificate (SWC) Application or Modification of a Subdivision Works Certificate.

Before filling in this checklist and lodging your application with Council, please ensure that your plans and supporting documentation achieve the minimum expected standard and quality as outlined in [Schedule 1](#) of the [Environmental Planning and Assessment Regulations 2000](#) and this checklist.

Please ensure that the plans, details and supporting documentation are legible and complied in parts as indicated within the sections found in the checklist.

This checklist does not form part of any approval but forms an integral part of the application.

It is important to note that applications that do not meet the minimum standard will be returned to the applicant to enable the provision of the missing items or the rectification of the illegible items. Alternatively, the application may be refused without further advice.

Applications to Modify Subdivision Works Certificates require the submission of all the details originally provided/required in conjunction with new plans, elevations, sections and details, which clearly indicate all changes brought about by the modification and all plans being suitability coloured or otherwise marked to indicate the changes.

The modified submission must not include any plans/details that contain any of Council's previous Approval stamps/endorsements.

All documents are to be separate items on the USB or within the email and titled accordingly. An example of this is:

- SWC Architectural Plans – Lot XX DP XXXXXX – 2 Smith Street Singleton

Development Application Number	Address
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Fees and Administration	Applicant To tick	N/A	Office Use
Completed Application Form:- Showing			
Ownership is correct	<input type="checkbox"/>		<input type="checkbox"/>
Property title details (Lot / DP) and address	<input type="checkbox"/>		<input type="checkbox"/>
Detailed description of the building	<input type="checkbox"/>		<input type="checkbox"/>
Development cost provided – evidence	<input type="checkbox"/>		<input type="checkbox"/>
Are there other approvals required (if yes, are the application forms for these completed)	<input type="checkbox"/>		<input type="checkbox"/>
Long Service Levy payment	<input type="checkbox"/>		<input type="checkbox"/>
Principal Certifier nominated (Is the separate Form included and completed?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant's and Owner's Declarations completed NOTE: If company the position title of the signatory is required.	<input type="checkbox"/>		<input type="checkbox"/>
Payment of appropriate Application Fees including Contributions, Fees and Charges required by the Development Consent conditions	<input type="checkbox"/>		<input type="checkbox"/>
All documents supplied on CD, USB or by email to council@singleton.nsw.gov.au	<input type="checkbox"/>		<input type="checkbox"/>

Plan requirements for Subdivision Works Certificates <small>(New work must be shown as 'coloured' on all plans for alterations or additions to existing buildings. Single line drawings for sections and floor plans are not acceptable)</small>	Applicant To tick	N/A	Office Use
Site Plan showing -			
Appropriately scaled plan indicating True North Point	<input type="checkbox"/>		<input type="checkbox"/>
Owners name and street number on each plan, elevation and detail	<input type="checkbox"/>		<input type="checkbox"/>
Full site dimensions showing boundaries and gross site area (in square meters m ²)	<input type="checkbox"/>		<input type="checkbox"/>
A site coverage plan, accurately dimensioned, detailing distribution of vegetated areas and impervious areas	<input type="checkbox"/>		<input type="checkbox"/>

Boundary setbacks (distance to two closest/corner block all boundaries)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Distances of existing structures to the proposed building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Any Trees on the property (to be removed or retained)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of existing structures and their uses, including OSSM and OSD systems if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sediment and erosion control measures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Plans stamped by Hunter Water Corp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Plans and Information may include but are not limited to :-			
General notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locality plan showing easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subdivision layout/staging plan (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earthworks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roadworks (Longitudinal and Cross Sections)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of intersections and Cul-De-Sacs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road pavement design based on Geotechnical investigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road furnishings including linemarking and traffic signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater catchment plan/drainage calculation table (including on-site detention works/water quality control)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater drainage longitudinal and cross sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water supply works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewerage works (including pump stations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service providers conduit plans including street lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of the finish to all excavated or filled battered banks expressed in a horizontal to vertical ratio and showing proposed levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of the drainage to and point of discharge of drainage to any retaining wall or excavated or filled battered banks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance or driveway location and profiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sediment and erosion control measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structural Engineer's certified plans and details (if applicable.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Environmental Planning & Assessment Regulation 2000	Applicant Tick	N/A	Office Use
General Information Any requirements of the development consent that must be submitted with the “ Application for a Subdivision Works Certificate ” or “ Prior to the issue of a Subdivision Works Certificate ”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specifications that describe the construction and materials which are to be used and the method of drainage, sewerage and water supply compliance with the Australian/ NZ Standards and Council engineering Specs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of any Compliance Certificate relied on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of documents provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicant Name/s	Date