



APPLICATION FOR SUBDIVISION CERTIFICATE

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

Information

1. All documents must be supplied as originals when lodging a Subdivision Certificate Application (including all written reports/statements and plans).
2. The [Subdivision Certificate Lodgement Checklist](#) is available on Councils Website
3. 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.
4. 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 |
|--------|--------|--------|-----------|-----|---------|-------|
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3. Description of Application

| | | | |
|------------------------------------------|----------------------------------------------|---------------------------------|------------------------------------------|
| Development Application Number | | Date of Issue | |
| Complying Development Certificate Number | | Date of Issue | |
| Type of Subdivision | <input type="checkbox"/> Torrens | <input type="checkbox"/> Strata | <input type="checkbox"/> Community Title |
| If Exempt Development | <input type="checkbox"/> Boundary Adjustment | How Many Lots Involved? | |

4. Conflict of Interest

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

If yes, state relationship:

5. Required Documentation (Exempt Subdivisions)

| The following information must accompany a Subdivision Certificate Application | Applicant to Tick | Official Use |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| A list of the documents accompanying the application | <input type="checkbox"/> | <input type="checkbox"/> |
| An original plan of subdivision (Deposited Plan), including Admin Sheet and 88b, prepared by a registered surveyor | <input type="checkbox"/> | <input type="checkbox"/> |
| Documentation from service providers, including <ul style="list-style-type: none"> • Water/sewer supply authority • Electricity provider • Telecommunications provider | <input type="checkbox"/> | <input type="checkbox"/> |
| For Subdivision Certificates under State Environmental Planning Policy (Exempt & Complying Development Codes) 2008 SEPP – a summary of compliance with the SEPP. | <input type="checkbox"/> | <input type="checkbox"/> |

6. Required Documentation (Other than Exempt Subdivisions)

| The following information must accompany a Subdivision Certificate Application | Applicant to Tick | Official Use |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| A list of the documents accompanying the application | <input type="checkbox"/> | <input type="checkbox"/> |
| An original plan of subdivision (Deposited Plan), including Admin Sheet and 88b, prepared by a registered surveyor | <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"/> |
| Evidence of the Section 7.11 contributions have been paid. | <input type="checkbox"/> | <input type="checkbox"/> |
| A certificate of compliance 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 subdivision 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, or • security given to the consent authority with respect to the completion of the work, or • bond payment evidence (where applicable), and • electronic copy of work as executed (WAE) drawings (where applicable) | <input type="checkbox"/> | <input type="checkbox"/> |
| | | |

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 (If a Company, Company name and name of person authorised to sign and their role) | Owner Address & Email | Owner Signature | Date |
|-------------------------------------------------------------------------------------------------------|-----------------------|-----------------|------|
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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.