

SUBDIVISION CERTIFICATE APPLICATION LODGEMENT CHECKLIST

Information

The following information must be lodged with any Subdivision Certificate Application.

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.

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

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

Fees and Administration	Applicant To tick	N/A	Office Use
Completed Subdivision Certificate Application Form:- Showing			
Ownership is correct	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Property title details (Lot / DP) and land zone of land being developed are correct	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Payment of appropriate Subdivision Certificate Application Fees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Owner's Consent signed and dated (signatures of all owners required) IMPORTANT: If the owner is a company, the position title of the signatory is required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All documents supplied on CD, USB or by email to council@singleton.nsw.gov.au	<input type="checkbox"/>	<input checked="" 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"/>	<input type="checkbox"/>
One (1) original plan of subdivision (Deposited Plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Admin Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
88b Instrument (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of relevant Development Consent or Complying Development Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed subdivision engineering plans endorsed with a Subdivision Works Certificate (where applicable)	<input type="checkbox"/>	<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"/>	<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"/>	<input type="checkbox"/>
A Certificate of Compliance (s.50 approval) from the relevant water supply authority (where applicable)	<input type="checkbox"/>	<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 Land and Environment Court Act 1979 evidence that required drainage easements have been acquired by the relevant council	<input type="checkbox"/>	<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 (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"/>	<input type="checkbox"/>
Evidence of payment of Developer Contributions (previously Section 94 fees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of electricity supply (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of telephone supply (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicant Name/s	Date