



# Application for SUBDIVISION CERTIFICATE

(Sec 109C, Environmental Planning and Assessment Act, 1979)

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Application No: **S** ..... / .....

Parcel No/s: .....

Date of Lodgement: ..... / ..... / .....

The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PIIP Act). The supply of the information by you is not voluntary but is required by the Environmental Planning and Assessment Act and, in accordance with such Act, is required to be contained in a Public Register to which the public has right of access. This personal information may be supplied under certain circumstances to other public sector agencies eg Australian Bureau of Statistics, Australian Taxation Office, in accordance with the PIIP Act and GIPA Act. Enquiries may be directed to Council's Public Officer concerning the PIIP Act or Council's Privacy Management Plan or your right of access to the personal information held by Council or its amendment.

## Part 1 Site and Applicant Details

**1. Location of the proposed subdivision**  
Unit No  House No  Village/ Locality

Street

Property Name

**2. Land title description**  
Lot(s)  Section

We need this to correctly identify the land.

Deposited Plan(s)  Strata Plan

Other  Site Area

**3. Your (the Applicant's) name**  
Title: Mr  Mrs  Miss  Ms  Other

If you represent a company, apply in the company's name. State your position under 'Title - Other'.

Surname

Given names

Company

Company contact person

**4. Your postal address**  
.....  
.....  
..... Post Code .....

**5. Your phone or fax number**  
Phone BH( )  Mobile

Email

## Part 2 Development Details

**6. Development Description**  
(eg number of lot residential subdivision, boundary adjustment, consolidation)  
.....  
.....

**7. Development Consent**  
Development Consent No: **D** ..... / .....

A prior development consent for the proposed subdivision must have been issued.

Date of Development Consent: ..... / ..... / .....

Obtain this information from the Notice of Determination of Development Consent.

**8. Construction Certificate**  
Construction Certificate No: **C** ..... / .....

A Construction Certificate is required for any subdivision works associated with the subdivision.

Date of issue of Certificate: ..... / ..... / .....

Obtain this information from the Construction Certificate

**9. Owner's consent to lodge this application**

The owner's authorisation to lodge this application must be obtained if the Applicant is not the owner. This is a mandatory requirement of the Act.

As owner of the subject property, I/we consent to this application and grant permission for Council officers to enter upon such property for the purposes of determining this application and the undertaking of any associated inspections.

Name/s (print):

Signature/s:

Date:

.....
.....

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**10. Applicant's declaration**

Before signing, make sure you have addressed and completed all applicable questions on this form.

I/We apply for a Subdivision Certificate in respect of the development described in this application. I/we understand that:

- This application authorises Council officers to enter upon the subject land for the purposes of assessing and determining the application and to perform associated and subsequent inspections.
- Personal information provided with this application may be accessed by the public via the EP&A Act provisions that permit inspection of the application's subsequent determination and its endorsed plans.

Signature:

Date:

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/ /
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**Part 3**

**Checklist**

● Have you attached the following:	Yes	N/A	Office Use
• Original plan of subdivision prepared by a registered surveyor and 15 copies of the original plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Relevant development consent or Complying Development Certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Detailed subdivision engineering plans endorsed with a Construction Certificate (where applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Evidence that the applicant has complied with all conditions of consent that are required before a Subdivision Certificate can be issued (where applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• A Certificate of Compliance 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:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- The work has been completed, or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Agreement has been reached with the relevant consent authority regarding payment of the cost of the work or as to the time for carrying out the work, or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Security given to the consent authority with respect to the completion of the work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**OFFICE USE ONLY**

FEES	Unit Rates \$	Lots	AMOUNT \$	RECEIPT NO.	DATE	General Ledger & Codes
Subdivision Certificate application/release						01.07273.5645.
Engineering fee						01.07810.6363.556
House Service Connection fee						02.05018.3059.586
External Water Supply Headworks contribution						02.05026.3067.808
External Sewerage Headworks contribution						03.05026.3057.810
External Stormwater Headworks contribution						01.07147.5265.802
External Open Space contribution						01.07650.6084.804
Urban Roads contribution						01.070335.065.800
Footpath reconstruction						01.07010.5038.
Roads final seal						
Half cost kerb and gutter						
Vehicular entrance(s)						
Off-Street Parking contribution						01.07039.5073.814
Street signs						
TOTAL:						
Acknowledgment of application given on:				Received and checked by:		