# Application for SUBDIVISION CERTIFICATE

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

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 (PPiP 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 PPIP Act and GIPA Act. Enquiries may be directed to Council's Public Officer concerning the PPIP 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**:  

2. **Land title description**
   - **Lot(s)**:  
   - **Section**:  
   - **Deposited Plan(s)**:  
   - **Strata Plan**:  
   - **Other**:  
   - **Site Area**:  

3. **Your (the Applicant's) name**
   - **Title**:  
   - **Surname**:  
   - **Given names**:  
   - **Company**:  
   - **Company contact person**:  

4. **Your postal address**
   -  

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**
   - A prior development consent for the proposed subdivision must have been issued.
   - **Development Consent No**:  
   - **Date of Development Consent**:  

8. **Construction Certificate**
   - A Construction Certificate is required for any subdivision works associated with the subdivision.
   - **Construction Certificate No**:  
   - **Date of issue of 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.

Name/s (print): ..........................................................
Signature/s: ..........................................................
Date: ................................................................

10. Applicant's declaration

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: / /

Part 3 Checklist

- Have you attached the following:
  - Original plan of subdivision prepared by a registered surveyor and 15 copies of the original plan?
  - Relevant development consent or Complying Development Certificate?
  - Detailed subdivision engineering plans endorsed with a Construction Certificate (where applicable)?
  - Evidence that the applicant has complied with all conditions of consent that are required before a Subdivision Certificate can be issued (where applicable)?
  - A Certificate of Compliance from the relevant water supply authority (where applicable)?
  - 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?
  - For subdivision involving subdivision works, evidence that:
    - The work has been completed, or
    - 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
    - Security given to the consent authority with respect to the completion of the work

OFFICE USE ONLY

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<th>FEES</th>
<th>Unit Rates</th>
<th>Lots</th>
<th>AMOUNT</th>
<th>RECEIPT NO.</th>
<th>DATE</th>
<th>General Ledger &amp; Codes</th>
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Acknowledgment of application given on: ____________________________
Received and checked by: ____________________________