

SC Number

Date

Receipt No

CSO Name



Application for Subdivision Certificate

Under Section 109C(1)(d) of the *Environmental Planning and Assessment Act, 1979*

1. CERTIFICATE TYPE - Indicate approval required by placing a cross in the respective box

- | | | |
|------------------------------------------------------|--------------------------------------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Land Subdivision (Torrens) | <input type="checkbox"/> Boundary Adjustment | <input type="checkbox"/> Stratum |
| <input type="checkbox"/> Community Title Subdivision | <input type="checkbox"/> Road Widening | <input type="checkbox"/> Council Seal |
| <input type="checkbox"/> Strata Subdivision | <input type="checkbox"/> Easement | <input type="checkbox"/> Re-signing |
| <input type="checkbox"/> Consolidation | <input type="checkbox"/> Subdivision under Exempt & Complying Development code | |

2. IDENTITY OF THE PROPERTY SUBJECT OF THIS APPLICATION

- Include all Lot, Section and Deposited Plan (or Miscellaneous Plan of Survey) numbers

Unit/Street No.

Street Name

Suburb

Lot No.

Section

DP / SP No.

3. RELATED APPROVAL / CERTIFICATE

Development Consent No:

OR

Complying Development No:

Subdivision Works Construction Certificate No:

Number of Lots proposed in this Subdivision

4. APPLICANT DETAILS - Only a single contact name can be nominated

Full Name

Company Name

Position Title

Address Details

Ph (Mobile)

Business

Other

Postal Address (if different from above)

Email Address

5. APPLICABLE FEES - Fee calculation to be confirmed by Council upon lodgement

Description of Fee <i>(effective 01Jul19)</i>	Rate	No.	Rate	GST	Fee \$
Application Fee – Torrens or Community Title or Stratum	Per application	N/A	\$300.00	N/A	
Application Fee – Strata	Per application	N/A	\$337.00	Included in rate	
Lots created – Torrens, Community Title or stratum	Per lot		\$70.00	N/A	
Lots created - Strata	Per lot		\$87.00	Included in rate	
Re-sign Plan/88B– Torrens, Community Title, stratum	Per certificate / application	N/A	\$134.00	N/A	
Re-sign Plan/88B - Strata	Per certificate / application	N/A	\$134.00	Included in rate	
Changes to easements, restrictions, creation of easements, restriction or covenants, extinguishment of easements and 88E instruments, strata development contracts	Per certificate / application	N/A	\$324.00	N/A	
Stata Inspection fee	Per application		\$250.00	N/A	
Total Fee for application					\$

Note: Fee for Boundary Adjustment or Consolidation fee to consist of application fee **plus** number of lots affected **x** lots created fee.

6. DOCUMENTS REQUIRED – Provide a separate list if there is insufficient space on this application form

List all documentation accompanying this application

7. PRIVACY & PERSONAL INFORMATION

Information on this form is collected by Council for administrative and assessment purposes. It will be used by Council staff for the purpose of processing your application. This application form and any supporting documents you provide may be made available for public access under the *Government Information (Public Access) Act 2009*.

8. OWNER(S) CONSENT - All registered owner(s) must sign (attach a separate list if there is insufficient space on this application form)

As owner(s) of the above property, I/we consent to this application.

Owner's Name

Company Name

Position Title

Signature

Date

Owner's Name

Company Name

Position Title

Signature

Date

9. APPLICANT'S DECLARATION

I the undersigned, declare that the details provided to Central Coast Council are, to the best of my knowledge, true and correct.

Signature

Date

ADVICE TO THE APPLICANT

- 1 All property owners must give consent to the making of this application. Signed statements from all property owners containing property details, referencing the Development Consent number and consenting to this application will be accepted.
- 2 The application must include all information necessary to allow assessment by Council and as required by the regulations.
- 3 Conditions of development that are required to be satisfied prior to the issue of a subdivision certificate must have been satisfied prior to lodging of this application. This application is to be accompanied by certificates or other correspondence from Council or certifiers confirming compliance with conditions.
- 4 Where an incomplete application is received, Council may request the submission of additional information if appropriate or may refuse the application.

All Subdivisions

- 1 All subdivision certificate application documentation must be submitted in hard copy and in PDF format on a USB flash drive (preferred), CD or DVD. Hard copy documents to include the original plus four (5) copies of Plan of Subdivision, administration sheets, the original plus one (1) copy of the Section 88 Instrument, and other documentation required to be endorsed by Council.
- 2 A copy of the relevant Development Consent or Complying Development Certificate for the subdivision if not issued by Council. In the case of an application for subdivision certificate under the Exempt and Complying Development Code a letter must be provided detailing itemised compliance with that code.
- 3 A copy of any relevant construction certificates (if not issued by Council).
- 4 A copy of the detailed subdivision engineering plans (if not forming part of approvals or certificates issued).
- 5 Evidence that the applicant has complied with all conditions of consent that the applicant is required to comply with before a subdivision certificate can be issued, including compliance with requirements relating to integrated development.
- 6 Where relevant, a Section 307 Certificate under the Water Management Act 2000.
- 7 Where relevant, an Occupation Certificate issued for associated buildings.
- 8 The correct subdivision certificate and linen release fees required by this application must be lodged with this application.
- 9 Copies of all Compliance Certificates to be relied on for satisfaction of any consent conditions regardless of whom the certificate has been issued by. This includes certificates issued by Council.
- 10 Copies of receipts for all fees, contributions, bonds and security payments.

Subdivisions having special requirements

- 1 If the subdivision is subject of an order of the Land and Environment Court under section 40 of the Land and Environment Court Act 1979 provide evidence that required drainage easements have been acquired by the relevant council.
- 2 If the subdivision is operating under deferred commencement consent provide evidence that the applicant has satisfied the consent authority on all matters of which the consent authority must be satisfied before the consent can operate.

Subdivisions involving works

In respect of all works evidence of satisfactory completion is required including:

- 1 Certificates of compliance issued by Council and/or certifiers confirming the works have been completed. This will require construction compliance documentation to be submitted to Council or the certifier prior to the issue of a compliance certificate. Construction compliance documentation is not to be submitted with this application.
- 2 In respect of works which have not been completed evidence that satisfactory agreement has been reached with Council for the completion of the work by Council or the completion of the work by the applicant.

Subdivisions requiring the provision of services other than water and sewer services

Copies of relevant certificates and correspondence from utility authorities and service providers confirming that satisfactory arrangements have been made for the provision of required services.