

SUBDIVISION CERTIFICATE APPLICATION

Issued under the Environmental Planning and Assessment Act 1979
Section 109C (1) (d)



Ph (02) 4325 8222 Fax (02) 4324 2171 PO Box 21, Gosford NSW 2250

1. SUBJECT LAND			
Unit/Street No:		Street Name:	
Suburb:			Postcode:
Lot, DP, vol/fol:			
2. DESCRIPTION OF DEVELOPMENT - Description of subdivision approved (boundary adjustment, # lots)			
<input type="checkbox"/> Strata	<input type="checkbox"/> Torrens	<input type="checkbox"/> Stratum	Number of lots:
<input type="checkbox"/> Boundary adjust/align	<input type="checkbox"/> Council seal	<input type="checkbox"/> Re-signing	
<i>Proposal/Description:</i>			
3. DEVELOPMENT CONSENT/COMPLYING DEVELOPMENT DETAILS			
<i>Consent/Certificate No:</i>		<i>Date of Determination:</i> ____/____/____	
4. CONSTRUCTION CERTIFICATE DETAILS			
<i>Certificate No:</i>		<i>Date of Determination:</i> ____/____/____	
5. APPLICANT (One Name Only)			
Council will communicate only with the applicant during the release process. (PLEASE PRINT)			
Full Name (or company)		Phone (BH).....	
Contact person (if company).....		Phone (AH).....	
Address		Mobile.....	
.....Post Code		Fax	
Email			
Postal Address			
Contact Details for Inspection:		Phone.....	
Signature of Applicant x			
6. OWNER'S CONSENT			
Details of ALL the registered owners of the above property should be listed here. These should be the owners as shown on the Council record (rates notice). If the property has recently changed hands (within the last 8 weeks) Council may require a copy of the Title Deed or a letter from the conveyancer to confirm that ownership has changed. (PLEASE PRINT)			
Name(s).....			
Signature of all owners I/We the owners of the property listed above give consent to this application. I/We also give consent for authorised Council Officers to enter the land to carry out inspections.			
Owner/s Signature X		Date.....	
Owner/s Signature X		Date.....	

SUBDIVISION CERTIFICATE APPLICATION CHECKLIST

This section must be completed prior to lodgement by the applicant

TORRENS TITLE SUBDIVISION - DA	Applicant		Office Use Only
	Yes	N/a	<i>tick if supplied</i>
1 Subdivision Certificate Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Linen Plan (4 copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 88B Instrument (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Authority Letters, Telstra, Agility, (Energy Aust > 2 lots only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Sec 307 Certificate - Water/Sewer (or receipt no.....)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Council Compliance Certificate (external eng. works)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Surveyor's Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Payment S94 Contributions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Payment IDO Contributions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STRATA TITLE SUBDIVISION - DA	Applicant		Office Use Only
	Yes	N/a	<i>tick if supplied</i>
1 Subdivision Certificate Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Linen Plan (3 copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 88B Instrument (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Council Compliance Certificate (external eng. works)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Occupation Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Sec 307 Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Additional information (Specify.....)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Without the submission of the above essential documentation, where applicable, the Subdivision Certificate Application **MAY NOT BE ACCEPTED.**

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Signed - Surveyor/Applicant

.....
Checked by - Customer Service Officer
Documents supplied as above

Office use only

Fee description	Fee	A/C	Amount Due	Paid
Sign documents under Part 6 Div 4 Conveyancing Act, Re-signing fee	\$300	430		
Boundary adjustment	\$300 per plan	430		
Plan requiring Council seal	\$300	430		
Torrens Subdivision release fee per Cert.		430		
Final subdivision fee per lot	\$300	430		
Strata Subdivision release fee per Cert.		430		
Final strata subdivision fee per lot	\$300 + \$50 per lot	430		
Certificate inspection fee	\$105	430		