



Applicants Checklist SUBDIVISION

Planning and Development Services Group

City Administrative Centre Bridge Road, Nowra, NSW, Australia, 2541

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Privacy Notification: The information will be used solely by Council staff for the purpose mentioned or a directly related purpose. The applicant understands that this information is provided on a voluntary basis and they may apply to Council for access or amendment of the information at anytime.

This form may be published on Council's website in accordance with the Government Information (Public Access) Act 2009

1 Important information

The purpose of this checklist is to ensure that subdivision certificate applications contain required information and are complete when lodged with Council. **Applicants are requested to complete the checklist (left hand column)** using the explanatory information contained in the Development Application Appendix, and submit the checklist to Council with your application. Submission of all required information will ensure that your application processing time is minimised and not subject to unnecessary delays.

In some cases issues may arise in the assessment of the application, that requires the submission of additional information by you. By providing all the information identified in the checklist when you lodge your application the likelihood of this occurring will be minimised.

NOTE: Applications that do not contain all information in the checklist may not be accepted.

2 Application Documents

Applicants Use				Office Use	
	Always Required	Copies	Appendix	CSO	Duty Officer
<input checked="" type="checkbox"/>	Completed Development Application form (if integrated identify all required approvals)	1			
	Written consent of all property owners (may be included on the application form)	1			
	Site Plan	3	B		
	Site Analysis Plan	3	C		
	Statement of Environmental Effects as per Schedule 1 of EPAR for subdivisions, checklist attached to application form must not be used	3	I		
	Plan of Subdivision	3	G		
	Preliminary Engineering Drawings	3	H		
	A3 or A4 Notification Plan showing site plan and elevations for display on DA tracking and notification under Council's Community Consultation Policy	1	N		
<input checked="" type="checkbox"/>	Required in certain circumstances				
	Bushfire Assessment Report When: where the land is mapped as bush fire prone land	3	II		
	Flood DCP Compliance report, includes Flood Certificate When: Flood prone land	3	DD		
	Master Plan or copy of Master Plan Waiver application or Master Plan Waiver When: Subdivision within Coastal Zone as identified in Clause 18 of SEPP 71 Coastal Protection	2	EE		

OFFICE USE ONLY

I verify that the checklist is complete and all identified information has been provided		
Date:	Customer Service Officer:	Duty Officer:
Property:		Application No.
Form Number: DEV016	Version Number: 1	Issue Date: 04/2014



<input checked="" type="checkbox"/>	Required in certain circumstances – cont.				
	Sewer Concept Plan When: Development requiring extension/modification/deviation to sewer mains	2	LL		
	Neutral or Beneficial Effects Test When: Development within the SEPP (Sydney Drinking Water Catchment) 2011	3	G G		
	On-site Sewerage Management Assessment Report and plan When: Un-sewered lands	3	FF		
	Flora and Fauna Assessment When: As required by S5A or EPAR	3	Z		
	Contamination Report When: Where the land is identified on Council's Contamination Lands Register or where a potentially contaminating activity has previously occurred on the land	3	W		
	Traffic Impact Study When: Required by Schedule 3 of SEPP (Infrastructure) 2007 and some developments below the SEPP thresholds	5	HH		
	Aboriginal Heritage Impact Assessment	1	AA		

APPLICANTS DECLARATION

I verify that the above information has been provided	Date:
Applicants signature:	Applicants name: