



Applicants Checklist

SUBDIVISION CERTIFICATE

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	CSO Duty Officer
<input checked="" type="checkbox"/>			
	Completed Subdivision Certificate Application form	1	
	Subdivision Certificate fee	1	
	Plan of subdivision	5	
	Deposited Plan Administration Sheet (one original and one copy)	2	
	88B Instrument (one original and one copy)	2	
	Evidence demonstrating that all consent conditions have been addressed	1	
	'Notification of Arrangement' from the Electrical Energy provider	1	
	Telecommunications Provisioning Confirmation	1	
	A Certificate of Compliance from Shoalhaven Water	1	
<input checked="" type="checkbox"/>	Required in certain circumstances		
	Application for Road Naming when : where new roads will be created in the development whether public or private	1	

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: DEV017	Version Number: 1	Issue Date: 04/2014



<input checked="" type="checkbox"/> Required in certain circumstances – cont.			
Compliance certificates nominated in the consent (where Council is not the accredited certifier)	1		
Works as Executed drawings	1		
Maintenance bond (5% of Roads and Drainage works)	1		
S94 Contribution Fees (or evidence of prior payment) OR	1		
Evidence Caveats have been created on the parent lots to the subdivision to facilitate deferred payment of contributions. This is required where the developer and Council has entered in to a Deed of Agreement as required by Council's Deferred Contribution Payment Policy.	1		

APPLICANTS DECLARATION

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