

Subdivision Certificate Application

Planning, Environment & Development Group

Environmental Planning and Assessment Act 1979

Strata Schemes Development Act 2015, Part 4

Community Land Development Act 1989

Conveyancing Act 1919

Real Property Act 1900

Surveying and Spatial Information Act 2002

Surveying and Spatial Information Regulation 2017, clause 72

Guidance

Use this form to apply for a Subdivision Certificate.

Guidance for completing this application can be found within the [Planning, Environment & Development Group HUB](#) located on Council's website.

- The checklist forms part of the application and must be completed.
- All documents submitted with this application must be listed on the [Transmittal Sheet](#).
- The application must be submitted in accordance with the [Electronic Lodgement Guidelines](#).

1 Applicant details

Company Name (if applicable):

ABN / ACN:

Position:

Mr Mrs Ms Other:

First Name:

Last Name:

Email:

Note: At least one contact phone number must be supplied.

Mobile:

Home:

Business:

Postal Address (all hard copy correspondence will be sent to this address)

Unit / Street No:

Street Name:

Office use only

Related Policies: DCP 2014, Chapter G11, Shoalhaven Contributions Plan 2010.

Issue Date: 23/10/2018

Review Date: 1/03/2019

Owned by (section): Development



F O R M 2 3 5 6

Suburb / Town / Village / Locality:		
State:	Postcode:	
2 Council reference numbers		
If you have a development consent (DA), subdivision approval (SF) or complying development certificate (CDC) issued by Council, provide Council's reference number	Reference number: <input type="checkbox"/> N/A	
If the approval was by deferred commencement consent, provide Council's reference number for the operational consent	Reference number: <input type="checkbox"/> N/A	
If you have Subdivision Construction Certificate, issued by Council, provide Council's reference number	Reference number: <input type="checkbox"/> N/A	
3 Application type		
<input type="checkbox"/> Whole of the Land	<input type="checkbox"/> Part of the Land	
<input type="checkbox"/> Strata/Stratum (first)	<input type="checkbox"/> Strata Plan of Subdivision (Existing Strata Plan)	
<input type="checkbox"/> Torrens Title	<input type="checkbox"/> Community Title	
<input type="checkbox"/> Strata – Leasehold	<input type="checkbox"/> Development Lot	
<input type="checkbox"/> Other (Specify):		
4 Development site – location and title details		
Lot:	DP:	Section (where relevant):
Portion No:	Parish:	
Unit / Street No:	Street name:	
Suburb:	Postcode:	
Area of Land (in m ² or hectares):		
5 Number of lots in subdivision		
Total number of lots for which a Subdivision Certificate is required, including any common or association property lots:		
6 Checklist – required		
	Applicant	Office
Completed Subdivision Certificate application form	<input type="checkbox"/>	<input type="checkbox"/>
Applicant has signed the application form	<input type="checkbox"/>	<input type="checkbox"/>
All relevant owner's details and signatures provided. If space on the form is insufficient, provide additional details on Owners Consent - Supplement form	<input type="checkbox"/>	<input type="checkbox"/>
Plan of subdivision is endorsed with a survey certificate in the form required by the Surveying and Spatial Information Regulation 2017, clause 72	<input type="checkbox"/>	<input type="checkbox"/>
Deposited plan administration sheet	<input type="checkbox"/>	<input type="checkbox"/>
Section 88B instrument or management statement	<input type="checkbox"/>	<input type="checkbox"/>

Provide documentary evidence, in the form of a covering letter, that the applicant has complied with all conditions of consent that must be complied with before a Subdivision Certificate can be issued	<input type="checkbox"/>	<input type="checkbox"/>	
'Notification of Arrangement' from the Electrical Energy provider	<input type="checkbox"/>	<input type="checkbox"/>	
Telecommunications Provisioning Confirmation Letter from Telstra / NBN	<input type="checkbox"/>	<input type="checkbox"/>	
Subdivision Certificate Application fees paid		<input type="checkbox"/>	
Transmittal sheet - completed	<input type="checkbox"/>	<input type="checkbox"/>	
7	Checklist - Required in certain circumstances		
	Not applicable	Applicant	Office
Political Donation and Gifts Disclosure written statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If not issued by Council, copy of any relevant development consent or complying development certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the approval was issued by deferred commencement consent, by a consent authority other than Council, a copy of the operational consent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If not issued by Council, copy of any relevant approved Subdivision Construction Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If not issued by Council, copy of detailed subdivision engineering plans endorsed with a Subdivision Construction Certificate number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For subdivision involving subdivision works, evidence that: <ul style="list-style-type: none"> the work has been completed, or agreement has been reached with Council or the relevant consent authority as to payment of the cost of the work and as to the time for carrying out the work, or agreement has been reached with Council or the relevant consent authority as to security to be given to Council or the consent authority with respect to the completion of the work 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Works-As-Executed drawings have been submitted for approval, provide evidence, e.g. copy of email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If relevant, Section 7.11 (former s94) Contribution Fees paid. Receipt number:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR: Provide evidence that caveats have been created on the parent lots to the subdivision to facilitate deferred payment contributions, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas Service provider (if relevant).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Council is not the accredited certifier, provide copies of compliance certificates nominated in the consent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrated development - If relevant, evidence of compliance with General Terms of Approval, e.g. Rural Fire Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Voluntary Planning Agreement - If relevant, evidence of compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If relevant, a Certificate of Compliance from the relevant water supply authority. Alternatively, Council will accept the application on the basis that an application has been made for such certificate. Please provide following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Compliance Number:	OR Application Receipt No:		
If relevant, copy(ies) of approved Construction Certificate(s) for building works; or Council's reference number(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If relevant, copy(ies) of Final Occupation Certificate(s) for building(s) on the land; or Council's reference number(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If relevant, maintenance bond (5% percent of roads and drainage works) – Provide a schedule of items and costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If relevant, for subdivision of an existing building, other than a recently constructed building: <ul style="list-style-type: none"> evidence that there are no outstanding Orders under the EPA Act 1979; or evidence that all works the subject of any such Order have been completed in accordance with the Order. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the 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 Council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8 Registered owners' details and consent

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

I/We hereby permit any duly authorised officer of the Shoalhaven City Council to enter the land or premises to carry out inspections and surveys or take measurements or photographs as required for the administration of the relevant legislation.

Owner First Name:	Last Name:
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Owner Signature:

Date:

Company Name (if applicable):

ABN / ACN (if applicable):

Position (if owner is a company):

If there is more than one owner, add additional owner(s) details.

Owner First Name:	Last Name:
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Owner Signature:

Date:

Owner First Name:	Last Name:
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Owner Signature:	
Date:	
Owner First Name:	Last Name:
Owner Signature:	
Date:	

9 Disclosure of political donations and gifts

Under Section 10.4 of the Environmental Planning and Assessment Act 1979, any reportable political donation to a Councillor and/or any gift to a Councillor or Council employee within a two (2) year period before the date of this application must be publicly disclosed.

Have you, or are you aware of any person having a financial interest in the application, made a 'reportable political donation' or 'gift' to a Councillor or Council employee within a two (2) year period before the date of this application?

Note: Failure to disclose relevant information is an offence under the Act. It is also an offence to make a false disclosure statement.

Applicant: No Yes

Owner(s): No Yes

If you have answered Yes to this question you must complete a [Political Donation and Gifts Disclosure Statement](#) and lodge it with this application. If you have answered No to this question by signing this application, you undertake to disclose to Council in writing within seven (7) days any 'reportable political donation' or 'gift' made after lodgement of the application and prior to its determination.

10 Conflict of interest

To ensure transparency in Council's decision-making process and to avoid potential conflicts of interest, you must make a declaration as to whether you, the landowner and/or anyone with a financial interest in the application is a Council employee or Councillor or is related to a Council employee or Councillor.

Applicant: No Yes

Owner(s): No Yes

If you have answered Yes to this question you must provide details including names and relationship:

11 Applicant's declaration

I apply for a subdivision certificate described in this application and in the plans and documents accompanying the application.

I have read and understand the requirements for lodgement of this application.

I declare that all the information relating to this application and identified on any associated plans or documents is, to the best of my knowledge, true and correct.

I understand that if there is insufficient information or documentation provided at lodgement, the application may be delayed, rejected or may result in a request for additional information;

I understand that I am responsible for obtaining all necessary clearances from the copyright owner of any documents prior to submission of this application.

I acknowledge that these documents may be made available to the public; appear on a public register; and/or appear on Council's website as required by law and in accordance with relevant Council policies. The land owner has been advised accordingly.

Applicant signature:

Date:

Important information

Public Access to information

Pursuant to the *Government Information (Public Access) Act 2009* (GIPA Act) Council is required to make certain information publicly available, including by way of publication on public registers and on its website. Information submitted on and with this form may be made available to the public, unless there is an overriding public interest against disclosure of this information.

Privacy

The personal information that Council is collecting from you on submission of this form is personal information for the purposes of Section 10 of the *Privacy and Personal Information Protection Act 1998*. The intended recipients of the personal information are officers within the Council and third parties for the purpose of assessing the application as well as any person wishing to inspect the application in accordance with the *Local Government Act 1993* or the GIPA Act. The personal information may also be included on a public register and displayed on Council's website. The supply of personal information by you is voluntary. However, if you cannot provide or do not wish to provide the information required, Council will be unable to process your application. You may make application for access to, or amendment of, information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the relevant legislation. Enquiries concerning this matter can be addressed to Council by telephoning (02) 4229 3111.

Lodgement details

You can lodge the completed application in person at Council offices at Bridge Rd, Nowra or Deering St, Ulladulla between 9am and 11am.

Once your application is received, a Council Officer will contact you if further information is required.