

## SUBDIVISION CERTIFICATE APPLICATION FORM

Made under the Environmental Planning and Assessment Act 1979 (s78A)

<b>Property Key:</b>	<b>Office Use Only</b>
<b>Related DA No:</b>	
<b>Subdivision Cert No:</b>	
<b>Date Received:</b>	

**IMPORTANT:**

**This application cannot be accepted without all applicant and registered owner's details and signatures signatures, which are to be completed at the end of the form.**

Any personal information that you provide on this form will be used by members of Council staff to process this application. The provision of this information is deemed to be voluntary. However, if you do not provide the information requested on this form, Council may be unable to process your application in a timely manner. Please note that information collected by Council in relation to development applications and associated documents is open access information that may be obtained by members of

**Subdivision Certificate**

A Subdivision Certificate can only be issued by Council, except for some road widening and acquisition plans which are able to be issued by various other public authorities. The requirements that must be satisfied before a Subdivision Certificate can be granted are outlined in the issued Development Consent or Complying Development Certificate.

A Strata Certificate is required for the strata subdivision of a building, other than a dual occupancy, for which Development Consent or Complying Development Certificate has been issued. This Strata Certificate can be issued by either Council or a suitably accredited private certifier in accordance with Clause 37A of the Strata Schemes (Freehold Development) Act 1973.

All other forms of subdivision require a Subdivision Certificate issued pursuant to Division 4 of the Environmental Planning and Assessment Regulation 2000.

### Address details of development

Shop/Unit No:	House No:	<b>Office Use</b>
Street:		
Suburb:	Postcode:	
Lot No:	Deposited / Strata Plan No:	<input type="checkbox"/>

### Type of subdivision

**Please tick relevant box:**

<input type="checkbox"/> Torrens Title	<input type="checkbox"/> Strata Title	<input type="checkbox"/>
<input type="checkbox"/> Community Title		

**Description of proposal:**

	<input type="checkbox"/>
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### Approved consent details

Development Application or Complying Development Certificate Consent number:	<input type="checkbox"/>
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**Digital requirements and naming convention**

Office  
Use

- **Applications without a correctly formatted CD digital data disc or USB drive will not be accepted. These will be checked by Council before accepting the application**
- All documents (including written documents) and plans for all applications must be submitted on CD or USB and not password protected.
- **Each plan and each document must be single sided** and must be submitted as a **separate PDF** file and **named separately** e.g. Application form, floor plans, elevation plans, Statement of Environmental Effects, Political Donations, Bushfire report etc.
- **Signatures are not to be placed on supporting documents or plans** i.e. Waste Management Plan, Statement of Environment Effects, floor plans, site plans etc.
- Individual files for each application must not exceed 20 MB. Large files must be split into smaller size files.
- **Standard documents are required under 400dpi resolution whether they are single pages or multipage documents and must not exceed 500MB in size.**
- File names for the electronic file are to be titled using the naming convention outlined below and where possible in alphabetical order, naming each document and plan individually, including the application form: **i.e. Document Type + Property Address and saved in PDF format.**

**Example:**

- **Application form** – 33 Moore Street Liverpool.pdf
- **Checklist** – 33 Moore Street Liverpool.pdf
- **Individual Utility Certificates** – 33 Moore Street Liverpool.pdf

**Amended Plans / Supply of Additional Information**

- **SC Number – Additional Information** – 33 Moore Street Liverpool.pdf

Does the CD or USB contain electronic files which are named correctly and the content exactly matches all hardcopies and documents submitted with this application?

Yes  No

**Information to accompany application**

The following information must accompany this application:

- Original plan of subdivision prepared by a registered surveyor and 10 copies of the original plan
- Relevant Development Consent or Complying Development Certificate Number
- Deferred Commencement consent is to show evidence that the applicant has satisfied Council on all matters which it must be satisfied of, before the consent can operate
- Evidence that the applicant has complied with all conditions of consent that are required to be complied with, before a Subdivision Certificate can be issued
- If a subdivision is the subject of an order of the Land and Environment Court under s40 of the Land and Environment Act 1979, evidence that require drainage easements have been acquired by the relevant council
- For subdivision involving works, evidence that:
  - the work has been completed, or
  - agreement has been reached with the relevant consent authority regarding payment of the cost of work or as to the time for carrying out the work, or
  - security is given to the consent authority with respect to the completion of the work
- Personal details are not to be placed on plans or documentation

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**Requirements for submission of a Subdivision Certificate (Linen Plan)**

The Table below lists all items that must be included in the various applications for Subdivision Certificates (Linen Plans). Please tick the items in this Table that have been included for this application as a check that everything has been included.

ITEMS TO BE INCLUDED WITH THE APPLICATION FOR A SUBDIVISION CERTIFICATE	Strata Subdivision	Boundary Adjustment	Subdivision +Roadwork	Subdivision no Roadwork	Community Title	Easement Plan Only
Linen Plan and 10 copies						
88B Instrument						
Sydney Water Certificate						
Telecommunication Certificate						
Integral Energy Notification						
Works as Executed Plans + Electronic Copy on CD or USB						
Neighbourhood Development Contact						
Neighbourhood Management Statement						
Compliance Certificates for:						
Road pavement						
Drainage						
Fill areas						
Inter-allotment drainage						
Structure (pits, headwalls etc)						
Service crossings						
Roadworks compaction report						
Imported fill clearance						
Contamination remediation report						
Lot classification						
Lot fill compaction report						
Acoustic fence						
Traffic management works						
Footpath profile						
Soil and water management works						
Final inspection						
CCTV Footage in DVD Format for all drainage within future Public Roads and Public Land						
<b>Office Use Only:</b>						
Linen release and 88B fee						
Section 94 fees and payment letter						
Path paving contribution						
Maintenance bond						
A/C Bond (where required)						
Other bonds						
						<input type="checkbox"/>

Family Name(s)/Surname(s) (or company & ACN):

Office  
Use

Full Given Names or Company Contact Person:

House/Unit No:

Street:

Suburb:

Postcode:

Home Phone:

Business Phone:

Mobile:

Fax:

Email:

**Applicant(s) Declaration**

I/we declare that all required documentation has been provided and is to an acceptable standard and all the information in the application and the checklist submitted are, to the best of my/our knowledge, true and correct.

Yes  No

**YOUR PRIVACY:**

This application form and documentation is open access information for the purposes of the *Government Information (Public Access) Act 2009* and Council is obliged to publish it on its website. These details contain your personal information. Please indicate whether or not you consent to the form and documentation being published as submitted to Council.

I consent to Council publishing this form and documentation as submitted and I acknowledge that any personal information contained within, may be seen by third parties. (Please tick relevant box)

Yes  No

If no, personal information will be redacted from the form and documentation, prior to it being published.

**Signature(s):**

**Date:**

Print Name(s)

**Would you like your assessed application to be:** (Please tick relevant box)

Posted  Held for Collection

Date of collection:

Signature when collected:

(Only the applicant or person authorised by the applicant can collect the consent - Authorisation may be required)

Once lodged, you can track the progress of your application online via Council's e-Planning portal tool, simply visit [www.eplanning@liverpool.nsw.gov.au](http://www.eplanning@liverpool.nsw.gov.au)

**Owner's consent and declaration**

Note: Pages 5 - 7 are not available for viewing on Council's website

Family Name(s)/Surname(s) (or company & ACN):

Office  
Use

Full Given Names or Company Contact Person:

House/Unit No:

Street:

Suburb:

Postcode:

Home Phone:

Business Phone:

Mobile:

Fax:

Email:

**Owner(s) Declaration**

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I/we accept that all communication regarding this application will be through the nominated applicant.

Yes  No

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Yes  No

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Signature(s):

Date:

Print Name(s)

**Owner(s) consent requirements**

- Owner(s) – all owners MUST sign, or written consent must be obtained and included with this application
- If you are signing on behalf of the owner as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence e.g. Registration of Power of Attorney, executor, trustee etc.
- Strata Title/Body Corporate – If the property is a unit under strata title or a lot in a community title, then in addition to the owner's signature, the following must be provided if any works are proposed on common property:
  - Common seal of the Body Corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate
- If the property has been recently sold, documentary evidence of the sale must be provided such as the Certificate of Title or a letter from your solicitor confirming settlement or the previous owner(s) providing owner's consent.



## SUBDIVISION CERTIFICATE APPLICATION FORM

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### OFFICE USE ONLY:

STANDARD

Site Area:

Zoning/Subtype:

Has the DA /CDC been approved? DA number: .....

Yes

No

Has the CC been approved?

Yes

No

N/A

Office Use

**Items Outstanding**

Print Initials

### OFFICE USE ONLY

Fee Type	Application	\$	Receipt No.	Date
Subdivision Certificate Fees				
<b>TOTAL:</b>				