

# APPLICATION FOR Subdivision Certificate

Made under Section 6.4(d) of the Environmental Planning and Assessment Act 1979 and Part 4 of the Strata Schemes Development Act 2015

## About this form

Use this form to apply to apply for a Subdivision Certificate prior to seeking the registration of a Subdivision Plan with NSW Land Registry Services. In most cases, you will need to obtain Development Consent (and comply with the relevant conditions of consent) before Council can issue a Subdivision Certificate. To minimise delay in receiving a certificate, ensure you submit all relevant information.

## Property description

Lot No(s):			DP/SP Number:	
Unit No:		Street No:	Street Name:	
Suburb:				Post Code:

## Proposed subdivision type

<input type="checkbox"/>	Deposited Plan (ie. Torrens Title) How many new lots?	
<input type="checkbox"/>	Stratum Subdivision – How many new lots?	
<input type="checkbox"/>	Strata Plan – How many new lots?	
<input type="checkbox"/>	Community Title	
<input type="checkbox"/>	Land Consolidation	
<input type="checkbox"/>	Other (ie. Boundary Adjustment)	

## Related approvals

Development Consent/Complying Certificate No:	
Date of Determination/Consent:	
Description of Approved Consent:	
Construction Certificate No:	
Date of Construction Certificate Issued	

### Postal address

PO Box 9, Bondi Junction NSW 1355  
ABN 12 502 583 608

### Waverley Council Service Centres

Bondi Junction Customer Service Centre, 55 Spring St, Bondi Junction NSW 2022  
Bondi Pavilion Customer Service, Queen Elizabeth Drive, Bondi Beach NSW 2026

W [waverley.nsw.gov.au](http://waverley.nsw.gov.au)

E [info@waverley.nsw.gov.au](mailto:info@waverley.nsw.gov.au)  
T (02) 9083 8000

You can contact us through the **National Relay Service** if you are deaf or have a hearing or speech impairment.

**Translating and Interpreting Service (TIS)**  
131 450

**TTT/Voice Calls**  
133 677

**Speak & Listen**  
1300 555 727

## Applicant name

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other

First Name:  Family Name:

Company Name (if applicable):

ABN/ACN (if applicable):

Mailing Address:

Suburb:  State:  Post Code:

Note: It is important that we are able to contact you if we need more information. Please give as much detail as possible. Council will deal only with the nominated applicant in the event of any query or communication regarding this application.

Email Address:

Daytime Telephone No. (Home/Work):  Mobile No:

## Declaration

- I apply for consent to carry out the development described in this application.
- I also understand that if incomplete, the application may be delayed, returned or rejected and more information may be requested to process my application.
- I declare that all the information is true and correct, and electronic plans and documents submitted on electronic storage medium are an exact reproduction of the original source of documents submitted with this application.
- I give permission to Waverley Council ('Council') to make copies, including electronic copies, of all submitted documents, including plans, for the purposes of assessing and determining this application (and related purposes) under the *Environmental Planning and Assessment Act 1979* and to provide copies, including electronic copies, of all submitted documents, including plans, to members of the public, and to publish them on Council's website, in accordance with the *Government Information (Public Access) Act 2009*. This application form will not be published on Council's website.
- I warrant that if I am not entitled to copyright in respect of any submitted document, I have obtained permission from the copyright owner for Council to use the documents lodged with this application in accordance with the above paragraph.
- I indemnify the Council against all claims and actions in respect of a breach of copyright arising from the Council copying, issuing copies, reproducing or publishing any documents lodged with this application.
- I declare that I authorise the council to disclose my personal information to the Department of Planning, Housing and Infrastructure (as required) for the purpose of assessing my application, and that my personal information will be disclosed to other NSW Government agencies (as required) for the purpose of assessing my application.
- The personal information required on this form may be available for public access under various legislation.

Applicant Name

Applicant Signature  Date  /  /

Owner’s consent

As owner of the land to which this application applies:

- I apply for consent to carry out the works described in this application.
- I give permission for Council representatives to enter the site for the purpose of site inspections.
- I have read and understood the privacy/GIPA notice in this form.
- If more than one owner, every owner must sign.
- If you are signing on the owner’s behalf as their legal representative, please state your legal authority (e.g. Power of Attorney, Executor, Trustee:  and attach evidence of this authority.
- If the property is within a strata plan, the consent of the Owners Corporation (strata secretary) is required under seal.
- If the owner is a Company, a Director and the Secretary must sign.

Full Name:	Full Name:
<input type="text"/>	<input type="text"/>
Address:	Address:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Phone No.:	Phone No.:
<input type="text"/>	<input type="text"/>
Signature:	Signature:
<input type="text"/>	<input type="text"/>
Date:	Date:
<input type="text"/>	<input type="text"/>

If signing on behalf of a Company/Strata Corporation, please also indicate your position:

Position:	Position:	Affix Common Seal:
<input type="text"/>	<input type="text"/>	
Company Name:	Company Name:	
<input type="text"/>	<input type="text"/>	
ACN/ABN:	Date:	
<input type="text"/>	<input type="text"/>	

## Political donations

Under the Environmental Planning and Assessment Act 1979, the applicant (or any other persons with a financial interest in the application) must disclose any reportable political donations or gifts they have made to a Councillor or Council employee in the two years before the application is made. The disclosure requirements continue to apply until the application is determined. Note: Failure to disclose relevant information is an offence under the Act. It is also an offence to make a false disclosure statement.

Are you aware of any person with a financial interest in this application who made a reportable donation or gift in the last two years?

☐ Yes ☐ No

**If yes:** complete the 'Political Donation and Gifts Disclosure Statement' available on Council's website and lodge with this application.

**If no:** in signing this application I undertake to advise the Council in writing if I become aware of any person with a financial interest in this application who has made a political donation or has given a gift in the period from the date of lodgement of this application and the date of determination.

## Conflict of interest

For Council to ensure the integrity of the Development Application process, please advise if:

You are a Council employee, Councillor and/or their immediate relative(s) or contractor of Council.

☐ No ☐ Yes If yes, please state the relationship:

Do you have an affiliation with a Council Officer or Councillor or member of Parliament by way of family, close personal friendship or business interest?

☐ No ☐ Yes If yes, please provide details:

## Lodgement requirements

Use this checklist to ensure that you have the correct information prior to lodging your application through the Planning Portal to avoid delays or having your application returned. This checklist should be read in conjunction with the [Waverley Development Application Guide](#) which outlines lodgement requirements in more detail. The minimum requirements for submission are:

Requirement	Applicant use
1. Plan of subdivision prepared by a registered surveyor	<input type="checkbox"/>
2. Deposited Plan or Strata Plan Administration Sheet signed by a registered surveyor.	<input type="checkbox"/>
3. Copy of relevant development consent or complying development certificate.	<input type="checkbox"/>
4. Detailed subdivision engineering plans endorsed with a construction certificate (where applicable).	<input type="checkbox"/>
5. For a deferred commencement consent, evidence that the applicant has satisfied the consent authority on all matters which it must be satisfied of before the consent can operate.	<input type="checkbox"/>
6. Evidence that the applicant has complied with all conditions of consent, that it is required to comply with before a subdivision certificate can be issued (where applicable).	<input type="checkbox"/>
7. A certificate of compliance from relevant water supply authority – ie Sydney Water (where applicable).	<input type="checkbox"/>

Requirement	Applicant use
8. For subdivision involving subdivision works, evidence that: <ul style="list-style-type: none"> <li>• The work has been completed, or</li> <li>• Agreement reached with the relevant consent authority regarding payment of the cost of work or as to the time for carrying out the work, or</li> <li>• Security given to the consent authority with respect to the completion of the work.</li> </ul>	<input type="checkbox"/>
9. If it is proposed to create easements, rights of way, restrictions or covenants, the 88A or 88B Instrument must be provided with provision for execution by the Council on each sheet. Any legal costs associated with the review of this documentation is to be borne/paid by the applicant/owner	<input type="checkbox"/>
10. Each document is saved as a PDF and individually labelled each document in accordance with Council's <a href="#">Electronic Lodgement Guidelines</a>	<input type="checkbox"/>

## How to lodge this application

All subdivision certificate applications are required to be lodged on the [NSW Planning Portal](#). Applications can no longer be lodged by mail or over the counter with Council. For more information on how to lodge applications on the NSW Planning Portal, please visit the [NSW Planning Portal website](#). Use the checklist above to ensure that you have the correct information for lodgement. Incomplete applications will be returned through the Planning Portal and will not be accepted.

## Fees

Application fees are in accordance with Council's Fees and Charges Policy. To avoid delays at lodgement, please contact us to obtain a quote prior to lodging your application. Once your application checked for completeness, you will be sent an invoice to pay the application fee within 48 hours. Once paid, your application will be formally lodged into Council's system from the Planning Portal. Your application will be returned through the Planning Portal, if the fee has not been paid. If lodging multiple applications, a separate payment must be made for each application. Fees may be paid by online on Council's website and FTPOS. Please contact Council should you wish to pay with cash or cheque.

## Privacy notice

Waverley Council (55 Spring Street, Bondi Junction NSW 2022) is collecting and holding your personal information for the purpose of processing your request or application. The intended recipients of your personal information are Council officers and other service providers necessary to process your request or application, if applicable. We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or required to do so by law. This form is classified as open access information under the *Government Information (Public Access) Act 2009* and may be disclosed to members of the public on request. If you do not provide your personal information, we may be unable to process your request or application. To access or correct your personal information, please contact [info@waverley.nsw.gov.au](mailto:info@waverley.nsw.gov.au) or call 9083 8000. For further details on how Council manages your personal information, please refer to the Privacy Management Plan on our website: [waverley.nsw.gov.au/privacy](http://waverley.nsw.gov.au/privacy)

## Copyright disclaimer

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