

# APPLICATION FOR A 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*

WAVERLEY  
COUNCIL

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 (formally Land Property Information NSW). 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 minimize delay in receiving a certificate, please ensure you submit all relevant information.

## PROPERTY DESCRIPTION (This will help us to correctly identify the subject property)

Unit/Street No.: \_\_\_\_\_ Street Name: \_\_\_\_\_

Suburb: \_\_\_\_\_ Lot and DP/SP No.: \_\_\_\_\_

## PROPOSED SUBDIVISION TYPE :

Deposited Plan (ie. Torrens Title) How many new lots? \_\_\_\_\_

Stratum Subdivision – How many new lots? \_\_\_\_\_

Strata Plan – How many new lots? \_\_\_\_\_

Community Title

Land consolidation

Other (ie. Boundary adjustment) \_\_\_\_\_

## RELATED APPROVALS :

Development Consent/Complying Development Certificate No.: \_\_\_\_\_

Date of Determination/Consent: \_\_\_\_\_

Description of Approved Development Consent: \_\_\_\_\_

\_\_\_\_\_

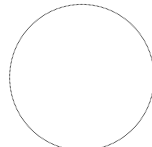
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Construction Certificate No: \_\_\_\_\_

Date of Construction Certificate issued: \_\_\_\_\_

APPLICANT'S NAME		
Title:	Given Names:	Family Name:
Organisation / Company Name (if applicable):		
ABN:		
Applicant's Email address:		
<i>Note: Please provide an email and postal address, correspondence will be via email when possible (including notice of determination)</i>		
Address:		
<i>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.</i>		
Contact Number:	Alternative Contact Number:	
DECLARATION		
<ul style="list-style-type: none"> <li>I apply for consent to carry out the development described in this application.</li> <li>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.</li> <li>I understand that if incomplete, the application may be delayed or rejected.</li> <li>I understand that more information may be requested by Council.</li> <li>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 <i>Environmental Planning and Assessment Act 1979</i> 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 <i>Government Information (Public Access) Act 2009</i>. This application form will not be published on Council's website.</li> <li>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.</li> <li>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.</li> </ul>		
Applicant Signature:		
Name:	Date:	
OWNER'S CONSENT		
<i>Single / Joint Ownership:</i>	<i>All name owners must sign (if more than one owner, every owner must sign)</i>	
<i>Strata Title Property:</i>	<i>The strata secretary must sign the form and attach the strata seal</i>	
<i>Company / Business Owned Property:</i>	<i>The director/s or company secretary must sign the form and attach the company seal or provide a signed company letterhead with the ACN / ABN included giving consent to this application.</i>	
<ul style="list-style-type: none"> <li>I hereby consent to the submission of this application and to a representative of Council entering the site for the purpose of a site inspections; and</li> <li>For Council to make copies of all documents for the purpose of determining the application or to provide copies to persons who may be affected by the proposal.</li> </ul>		
Signature:		
Name:	Date:	
Signature:		
Name:	Date:	
Company / Strata Corp:	 AFFIX COMMON SEAL	
Position:		
ACN / ABN:		
Date:		

POLITICAL DONATIONS	
<p><i>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.</i></p> <p><i>Note: Failure to disclose relevant information is an offence under the Act. It is also an offence to make a false disclosure statement.</i></p>	
<p>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?</p>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>If yes:</b> complete the 'Political Donation and Gifts Disclosure Statement' available on Council's website and lodge with this application</p> <p><b>If no:</b> 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.</p>	
CONFLICT OF INTEREST	
<p>Are you an employee of Council or 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?</p>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If yes, please provide details:</p>	
NOTICE UNDER SECTION 10 OF THE PRIVACY & PERSONAL INFORMATION PROTECTION ACT 1998	
<p><i>Waverley Council ('Council') is collecting and holding your personal information to assess and determine this application under the Environmental Planning and Assessment Act 1979 (EP&amp;A Act) and Regulation. Your information may be made available to Council officers, delegates of Council, contractors engaged by Council—including lawyers, consultants and external experts—and other public sector agencies. Your information may also be made available to members of the public under the EP&amp;A Act and the Government Information (Public Access) Act 2009. This application form will not be published on Council's website. The personal information requested on this form is mandatory. If you do not provide the information, Council will be unable to process this application.</i></p> <p><i>Please advise Council if you require your personal information to be withheld. You are entitled to access and correct the information you provide. Questions concerning privacy or the use of your personal information should be referred to <a href="mailto:governance@waverley.nsw.gov.au">governance@waverley.nsw.gov.au</a></i></p>	
LODGEMENT REQUIREMENTS	
<p><b>Subdivision Applications will not be accepted for lodgement unless all information is received, including a digital copy of all forms, plans and supporting documentation on a USB/CD created and labelled in accordance with Council's Electronic Lodgement Guidelines (Refer to Council's Info Sheet online) and payment of correct fees is made. For full lodgement requirements, refer the <i>Development Application Guide</i>. In summary, minimum requirements for submission are:</b></p>	
<ol style="list-style-type: none"> <li>1. Original plan of subdivision (not creased, folded or marked) prepared by a registered surveyor and 1 copy of the plan for Council records.</li> <li>2. Deposited Plan or Strata Plan Administration Sheet signed by a registered surveyor.</li> <li>3. Copy of relevant development consent or complying development certificate.</li> <li>4. Detailed subdivision engineering plans endorsed with a construction certificate (where applicable).</li> <li>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.</li> <li>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).</li> <li>7. A certificate of compliance from relevant water supply authority – ie Sydney Water (where applicable).</li> <li>8. If a 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 the required drainage easements have been acquired by Council.</li> <li>9. 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> </li> </ol>	

10. 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.

## HOW TO LODGE THIS APPLICATION

Since 1 January 2021, 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 following website:

<https://pp.planningportal.nsw.gov.au/>

### 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. If lodging multiple applications, a separate payment must be made for each application.

Fees may be paid by cash, cheque, credit card (surcharge applies) and EFTPOS. Make cheques payable to Waverley Council.

### OFFICE USE ONLY

<b>Duty Planner to complete:</b>	
Is additional information required prior to lodgement? If yes, please specify	
Other comments:	
Duty Officer Name:	
Signature:	Date:
<b>Customer Service Officer to complete:</b>	
Notification Fee	\$
Advertising Fee	\$
Application Fee	\$
Design Excellence Panel Fee	\$
Other:	\$
<b>TOTAL</b>	<b>\$</b>
Receipt No:	Date: