



WYONG SHIRE COUNCIL

Application for Subdivision Certificate

Section 109C(1)(d) Environmental Planning and Assessment Act, 1979

OFFICE USE ONLY

SC Number

Receipt Number

Date

Subdivision of land	<input type="checkbox"/>	Development Consent or Complying Development Number	
Community Title Subdivision	<input type="checkbox"/>		
Consolidation	<input type="checkbox"/>		
Strata Subdivision	<input type="checkbox"/>		Construction Certificate Number
Boundary Adjustment	<input type="checkbox"/>		Number of lots proposed in this subdivision
Road Widening	<input type="checkbox"/>		
Easement	<input type="checkbox"/>		
<i>Indicate approval required by placing a cross in the respective box</i>			

Fees	A fee for each lot created by the subdivision @ \$44.80/lot for Land lots (no GST) & \$49.20 (incl GST) for Strata lots.	\$
	plus a Subdivision Certificate Fee of \$218.30 for land lots (no GST) or \$240.15 (incl GST) for Strata lots	\$
Total fee		\$

Applicant details	
Name (block letters)	Phone
Company name/I number	Mobile
Postal Address	Fax
	email
Postcode	
Applicant reference number	Applicant Signature

Identity of the property subject of this application	
Include all Lot, Section and Deposited Plan (or Miscellaneous Plan of Survey) numbers	
Street	Suburb

Consent of the owner/s of the property to this application.	
Details of the property owner/s	
Lot, Section and Deposited Plan (or MPS) numbers	
Name/Company name (block letters)	
Postal Address	
	Postcode
As the owner/s of the above property, I/we consent to this application.	
Signature/s.....	

Advice to the applicant.

1. All owners must give consent to the making of this application. Written statements from owners containing property details and referencing the Development Consent number will be accepted.
2. The application must include all information necessary to allow assessment by Council.
3. Where an incomplete application is received Council may request the submission of additional information or if appropriate may refuse the application.
4. This application must be made in respect of a current Development Consent specifically granting consent to the subdivision. When an application is lodged for staged subdivision, the definition of the extent of works and all requirements relevant to those works must be agreed with Council and those requirements met.
5. The determination of this application will be communicated only with the applicant. The applicant may provide written authority to Council for another party to uplift the linen.

Plans, documents and information to be included with the application**All Subdivisions**

1. The original transparency of the Plan of Subdivision and ten (10) paper copies.
2. Written certification by a registered Surveyor that all services and domestic drainage lines are wholly contained within the respective lots or easements.
3. A copy of the Development Consent/s for the subdivision and any Modification made or Extension given.
4. Evidence that each Development Consent condition and notation on the approved plan has been complied with for the endorsement of the Subdivision Certificate.
5. Details of any Construction Certificate issued for the Subdivision.
6. Details of any Occupation Certificate issued for associated buildings.
7. The correct subdivision certificate and linen release fees required by this application must be lodged with this application.
8. A copy of the Certificate of Compliance for the Subdivision issued under the Water Management Act 2000.
9. A Geotechnical Report prepared for Lot classifications.
10. Copies of all Compliance Certificates to be relied on for satisfaction of any consent conditions.
11. Copies of receipts for all fees, contributions, bonds and security payments.

Subdivisions having special requirements

1. If the subdivision is subject of an order of the Land and Environment Court under section 40 of the Land and Environment Court Act 1979 provide evidence that required drainage easements have been acquired by the relevant council.
2. If the subdivision is operating under a deferred commencement consent provide evidence that the applicant has satisfied the consent authority on all matters of which the consent authority must be satisfied before the consent can operate.

Subdivisions involving works

In respect of all works evidence of satisfactory completion is required including:

1. Copies of all relevant Construction Certificates.
2. Copies of all relevant Compliance Certificates which are to be relied on in satisfaction of works conditions and written confirmation of compliance with statutory requirements in respect of those Compliance Certificates issued for subdivision works.
3. Works as executed plans for completed works.
4. A Completion Design Report prepared and endorsed in accordance with the requirements of DCP 2005 Chapter 67.
5. Copies of test sheets and reports and test location plans for all Geotechnical Testing associated with the Subdivision Works.
6. Copies of Sewer Line sheets prepared by contractors and used for the preparation of works as executed plans.
7. In respect of works which have not been completed evidence that satisfactory agreement has been reached with Council for the completion of the work by Council or the completion of the work by the applicant.

Subdivisions in Mines Subsidence Board Areas

A copy of the Mines Subsidence Board approval of the subdivision.

Subdivisions requiring the provision of services other than water and sewer services

Copies of relevant certificates and correspondence from utility authorities and service providers confirming that satisfactory arrangements have been made for the provision of required services.

Subdivisions requiring the provision of landscaping

Copies of Landscape Reports, prepared in accordance with Councils Landscape Policy, as it applies to the subdivision landscaping works including the provision of street trees.

Subdivisions involving approvals from other authorities (Integrated Development and others)

A copy of any permit, licence or other document from statutory authorities which imposes requirements for works on the development of the subdivision is to be attached together with written confirmation of acceptance of compliance from the respective authorities.