



SUBDIVISION CERTIFICATE CHECKLIST

NEED HELP?

www.wollondilly.nsw.gov.au | council@wollondilly.nsw.gov.au
4677 1100 | 62-64 Menangle St, Picton NSW 2571

HOW TO USE THIS CHECKLIST:

Please use this checklist to help you prepare your Subdivision Certificate Application.

Officers will review your application prior to lodging to ensure that the required information is provided. Your application must contain the information listed below. Complete the column titled "Applicant" which is shaded aqua below and include this checklist with your application to Council.

Council may ask for additional information of a technical nature or require clarification of the information submitted.

ADDRESS OF PROPOSAL AND ASSOCIATED APPLICATION NUMBERS:

No. _____ Street/Road _____

Suburb _____ Lot/DP _____ DP/SP _____

Development Application Number _____

Construction Certificate Number _____

Occupation Certificate Number _____

| ITEM | Applicant (please tick) | COUNCIL USE ONLY | |
|---|----------------------------|---------------------------|-----------------------------|
| | | Hardcopy (please tick) | Electronic (please tick) |
| 1 Subdivision Certificate application form and payment of fees. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Cover letter demonstrating compliance with the conditions of development consent and a list of all documentation provided. <i>(Including evidence all conditions in the consent have been complied with and a list of all items in this checklist).</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 3x Hard copies of subdivision plans prepared by a registered surveyor. <i>Plans must not be folded, stapled, torn, or hole punched or they will not be accepted by NSW Land Registry Services (LRS).</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 3x Hard copies of administration sheet prepared by a registered surveyor. <i>The administration sheets must not be folded, stapled, torn, or hole punched or they will not be accepted by NSW Land Registry Services (LRS).</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 3x Hard copies of 88B instrument (title restrictions e.g. easements) prepared by a registered surveyor. <i>The sheets for the 88B instrument must not be folded, stapled, torn, or hole punched or they will not be accepted by NSW Land Registry Services (LRS).</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 Section 94 (development contributions) payment. <i>If required, payment must be made prior to the release of the application at the current rate.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 A copy of the relevant development consent or complying development certificate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 A copy of any relevant construction certificate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 A copy of detailed subdivision engineering plans. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 For a deferred commencement consent, 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 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 required drainage easements have been acquired by the relevant council. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 Notification of arrangements from electricity provider (e.g. Endeavour Energy) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| ITEM | Applicant (please tick) | COUNCIL USE ONLY | |
|--|----------------------------|---------------------------|-----------------------------|
| | | Hardcopy (please tick) | Electronic (please tick) |
| 13 Provisioning certificate from telephone provider (e.g. Telstra/NBN) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 Section 73 compliance certificate for water and sewer supply (e.g. Sydney Water) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 Certificate of Practical Completion (Engineering works e.g. road works) <i>Agreement has been reached with 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 the relevant consent authority as to security to be given to the consent authority with respect to the completion of the work.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16 Certificate from registered surveyor confirming that services and public utilities are clear of proposed boundaries. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17 Occupation Certificate if required (e.g. dual occupancy or strata title) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 Road Naming Request <i>(Copy of the approved road names)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 Street Addressing <i>(Copy of the approved street numbering)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 Community Management Statement (only applies to community title subdivisions) <i>Please refer to NSW Land Registry Services Guidelines.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 Land dedication to Council shown on plan (e.g. public roads, drainage, and parks) <i>If required</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

APPLICANTS DECLARATION

I have read and completed this Checklist and understand that the Subdivision Certificate Application will not be accepted if any of the items are missing.

Applicant/s Name _____
(or authorised person/s submitting application on behalf of applicant/s)

Signature/s _____ **Date** _____

FIRST REVIEW *Council Use Only*

Yes - Application is Suitable for Lodgement

No - Application Rejected (Insufficient Information)

The following additional information must be provided prior to acceptance of your application

Information Required: (e.g. item 5) _____

Council Officers Name _____

Signature _____ **Date** _____

SECONDARY REVIEW *Council Use Only*

Yes - Application is Suitable for Lodgement

No - Application Rejected (Insufficient Information)

The following additional information must be provided prior to acceptance of your application

Information Required: (e.g. item 5) _____

Council Officers Name _____

Signature _____ **Date** _____