

<div style="border: 1px solid black; padding: 5px; width: fit-content;">                     ✓ = Required                      ⊙ = May be required                 </div> <div style="text-align: center; padding: 10px;"> <h2>Documents required to be lodged with a Subdivision Certificate</h2> <p><b>HOW TO USE THIS CHECKLIST:</b></p> <p>Please use this checklist to help you prepare your Subdivision Certificate Application. A Council Officer will review your application prior to acceptance to ensure that all the required information is provided.</p> <p>Please complete the column titled - 'Applicant - Uploaded to Portal' on the right-hand side of this checklist and include the completed checklist with your application to Council on the NSW Planning Portal.</p> <p>Council may also ask for additional information of a technical nature or require clarification of the information submitted as the application is assessed.</p> </div>		Applicant - Uploaded to Portal
Plans & Land Registry Services (LRS) Documentation	<a href="#">Subdivision plans</a> prepared by a registered surveyor	✓
	<a href="#">Administration sheet</a> prepared by a registered surveyor	✓
	<a href="#">Section 88B instrument</a> (title restrictions e.g. easements) prepared by a registered surveyor	✓
	Land dedication to Council shown on plan (e.g. public roads, drainage & parks) <i>This can be incorporated into the subdivision plans &amp; administration sheet</i>	⊙
Supporting Documentation	Cover letter demonstrating compliance with the conditions of the development consent. <i>Including evidence all consent conditions have been complied with and a list of all relevant items in this checklist</i>	✓
	<a href="#">Section 7.11 (development contributions) payment</a> . <i>Evidence of payment if required</i>	⊙
	A copy of the relevant development consent or complying development certificate	✓
	A copy of any relevant Construction Certificate	⊙
	A copy of detailed subdivision engineering plans	⊙
	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	⊙
	If the subdivision is the subject of an order of the Land & Environment Court under section 40 of the Land & Environment Court Act 1979, evidence that required drainage easements have been acquired by the relevant council	⊙
	<a href="#">Notification of arrangements from electricity provider</a> (e.g. Endeavour Energy)	✓
	<a href="#">Provisioning certificate from telecommunications provider</a> (e.g. NBN Co.)	✓
	<a href="#">Section 73 compliance certificate</a> for water and sewer supply (e.g. Sydney Water)	✓
	Certificate of Practical Completion (Engineering works e.g. road/drainage works) <i>Evidence agreement has been reached with the relevant consent authority as to payment of the cost of the work &amp; as to the time for carrying out the work Or Evidence 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 works</i>	⊙
	Certificate from a registered surveyor confirming that services & public utilities are clear of proposed boundaries	✓
	<a href="#">Occupation Certificate</a> (e.g. dual occupancy or strata title)	⊙
	Road Naming Approval - <i>Copy of the approved road names</i>	⊙
	Street Addressing - <i>Copy of the approved street numbering</i>	✓
	<a href="#">Community Management Statement</a> (only applies to community title subdivisions). <i>Refer to NSW Land Registry Services Guidelines</i>	⊙
<a href="#">Owners Consent Form</a> . <i>All owner(s) of the land must sign this form. If signing on behalf of a corporate body or company, executed by an authorised person(s) as per the provisions of Sections 52A, 127 &amp; 129 of the Corporations Act 2001 (Commonwealth)</i>	✓	

NOTE: Subdivision Certificate applications must provide all the relevant plans and documentation listed in the above table. Failure to submit all information required may result in the application being returned, rejected or refused. For any further information please contact Council on 02 4677 1100.