

Civic Centre, 1 Susan Street, PO Box 118, Auburn, NSW 1835 Australia
 Telephone: 9735 1222 Facsimile: 9643 1120 Email: auburncouncil@auburn.nsw.gov.au Web: www.auburn.nsw.gov.au

Subdivision Certificate Application Form

OFFICE USE ONLY

Fee Paid:	\$	Receipt Date:	
Receipt No:		Application No:	

ABOUT THIS FORM

Use this form to apply for a Subdivision Certificate. A Subdivision Certificate is required for subdivisions that have already been approved as part of a Development Consent prior to being submitted to the Department of Lands (Land Titles Office).

TYPE OF SUBDIVISION

Nominate the type of subdivision and any details such as boundary adjustments, number of lots, consolidation etc.

<input type="checkbox"/> Torrens	<input type="checkbox"/> Strata
<input type="checkbox"/> Stratum	<input type="checkbox"/> Other
Please describe	
Details, list any particulars:	
Number of existing lots:	
Number of proposed lots:	

ESTIMATED COST OF DEVELOPMENT

Please state the full contract price for labour and materials or a realistic estimate provided by your architect or quantity surveyor. If unsure, as for current building construction figures. For developments exceeding \$1,000,000 in cost of works, a detailed quantity surveyors report verifying the cost must be submitted.

Total cost of proposal including GST:	\$
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LOCATION & PROPERTY DESCRIPTION

This will help us to correctly identify the land. You must indicate the correct Lot and DP or SP – get these from rates notices, property deeds or if unsure, ask us for assistance.

Address:	
Lot & DP/SP:	

APPLICANTS DETAILS

All correspondence relating to this application will be sent to this address.

Name(s):			
Address:			
Suburb:		Postcode:	
Phone:		Fax:	
Mobile:		Contact Person:	
Email:			
Applicant's Signature(s):			

SURVEYOR OR CONSULTANT DETAILS

This information is needed in case we need to discuss any application issues.

Name(s) :			
Address:			
Suburb:		Postcode:	
Phone:		Fax:	
Mobile:		Email:	

DETAILS OF DEVELOPMENT CONSENT & CONSTRUCTION CERTIFICATE

Development Consent

Development Application No:		Date of DA Approval:	
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Construction Certificate

Construction Certificate No:		Date of CC Approval:	
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Certifier Details

Details required if subdivision works are involved.	
Accreditation No:	
Contact details:	

SUPPORTING INFORMATION

- Please complete the attached **Subdivision Certificate Checklist**.
- Linen Plans should be submitted in a cardboard tube to prevent creasing.
- ALL other plans submitted are to be folded, not rolled.**

OWNERS CONSENT

- Must be signed by the owner of the land. If more than one owner, every owner must sign.
- If the owner is a company or owner's association, eg. Body Corporate must be signed by a director or secretary UNDER COMMON SEAL.

As owner of the land to which this application relates, I consent to this application. I also give consent for authorised Council officers to enter the land to carry out inspections, take photographs, videos, surveys and measurements.

Name:			
Postal Address:			
		Postcode:	
Phone (Home):		Phone (Work):	
Signature:		Mobile:	
		Date:	
Name:			
Postal Address:			
		Postcode:	
Phone (Home):		Phone (Work):	
Signature:		Mobile:	
		Date:	
<i>If you are signing on the owner's behalf as the owner's legal representative, please state the nature of your legal authority and attach documentary evidence.</i>			
Name(s):			
Signature(s):			
<i>E.g. power of Attorney, Executor, Trustee, Company Director</i>			

YOUR DECLARATION (applicant to complete)

- If the applicant is a company or owner's association, this application must be signed by a director or secretary UNDER COMMON SEAL.

I/We the undersigned hereby apply for approval of the development/activity proposal described above in the plans, specifications and documents accompanying the Subdivision Certificate application.

I/We undertake to carry out that development/activity in accordance with any approval granted by the Council and to conform with the provisions of the relevant Act(s), Regulations, Codes and planning instruments.

I/We also understand that:

- if incomplete, the application may be delayed or rejected.
- more information may be requested.

I also give consent for authorised Council officers to enter the land to carry out inspections, take photographs, videos, surveys and measurements as necessary.

Name(s):

Signature(s):

Date:

PRIVACY POLICY

Some of the information that Council is collecting from you in this form is 'personal information' for the purposes of the *Privacy & Personal Information Protection Act 1998* ("PPIP Act"). The supply of the information by you is voluntary. If you do not provide the information, Council will be unable to process your application. Council is collecting this personal information from you in order to process your application in accordance with the *Environmental Planning & Assessment Act 1979*. You may make an application for access or amendment to your personal information. The information will be retained by Council and stored in a register that can be viewed by the public at any time in accordance with the *Local Government Act 1993*. Your application may be advertised to the public for comment, in accordance with Council policies and relevant legislation. You may make a request that Council suppress your personal information from a public register in accordance with the PPIP Act. For more information about your privacy please contact Auburn Council.

HOW TO LODGE THIS APPLICATION

Address the application to:	The General Manager, Auburn Council, PO Box 118, Auburn. NSW 1835	
Courier:	Civic Place, 1 Susan Street, Auburn. 2141	
Contact us by Phone & Fax:	Ph: (02) 9735 1222	Fax: (02) 9643 1120
Email/Web:	Email: auburncouncil@auburn.nsw.gov.au	Web: www.auburn.nsw.gov.au
Office Hours:	8.30am-4.00pm Monday to Friday	Cash payments accepted between these hours.
Fees	Fees are calculated on a scale based on Council's current Schedule of Fees and Charges. Please ask us for the fee charged.	
Payment Method	Payment is by cash or cheque. Do not send cash in the mail.	Make cheques payable to Auburn Council. Payments may also be made through Bankcard, Visa, EFTPOS or MasterCard.
Acknowledgements	We will acknowledge that we have received your application and some fees may attract GST. These will be shown on your receipt.	
Making a personal visit?	Civic Place, Customer Service Counter, 1 Susan Street, Auburn. 2141	
PLEASE NOTE: APPLICATIONS RECEIVED BY EMAIL OR FAX CANNOT BE ACCEPTED.		

SUBDIVISION CERTIFICATE

THIS CHECKLIST IS TO BE COMPLETED BY THE APPLICANT AND THEN COMPLETED BY THE DUTY OFFICER

Property Address	
Proposal	

DESCRIPTION	NOTES	Copies Required	Submitted	Office Use Only
Application Form & Consent of Owners	<p>The application form must be correctly completed – with applicant's details & signatures of ALL owners & strata body or community body if applicable.</p> <p>NB. If the owner is a company or owner's association eg. Body Corporate must be signed by a director or secretary UNDER COMMON SEAL.</p> <p>In the case of a subdivision in a building that is already strata titled, Forms 11 and 12 under the Strata Schemes (Freehold Development) Act Regulations 1975, affixed with the common seal of the Owner's Corporation.</p>	1	<input type="checkbox"/>	<input type="checkbox"/>
Correct Fee	In accordance with Council's Schedule of Fees & Charges.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Linen Plans	<p>Original Plan of subdivision, prepared by a registered surveyor and 8 copies of the original plan. Must be endorsed with a Certificate under the Surveyors Act 1929.</p> <p><u>Note:</u> All linen plans should be submitted in a cardboard tube to prevent creasing.</p>	9	<input type="checkbox"/>	<input type="checkbox"/>
Detailed Subdivision Engineering Plans	Detailed subdivision engineering plans endorsed with a Construction Certificate for all applications involving engineering works.	8	<input type="checkbox"/>	<input type="checkbox"/>
Deferred Commencement Requirements	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.	4	<input type="checkbox"/>	<input type="checkbox"/>
Sydney Water Certificate of Compliance	A certificate of compliance from Sydney Water, if applicable.	4	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of Compliance with Development Consent Conditions	Relevant Development Consent Documentation, including evidence that the applicant has complied with all conditions of consent required to be complied with before a subdivision certificate can be issued.	4	<input type="checkbox"/>	<input type="checkbox"/>
Section 88B Instrument(s)	If it is proposed to create easements, rights of way, restrictions or covenants, the 88B Instrument with provision for execution by the Council Authorised Person on each sheet.	4	<input type="checkbox"/>	<input type="checkbox"/>
Order of the Land & Environment Court (Section 40)	If a subdivision is the subject of an order of the Land and Environment Court under Section 40 (Provision of Easements) of the Land and Environment Court Act 1979, evidence that the required drainage easements have been acquired	4	<input type="checkbox"/>	<input type="checkbox"/>



<input type="checkbox"/>
