

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



APPLICATION/REFERENCE NUMBER: _____

DATE: _____

ABOUT THIS FORM

Use this form to apply for a Subdivision Certificate prior to seeking the registration of a Subdivision Plan with NSW Land Registry Services (formerly Land and 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.

APPLICANT DETAILS

Title: Mr Mrs Ms Other: _____

Applicant's Name: _____

Contact (if applicant is a company): _____ ABN: _____

Postal Address: _____

Suburb: _____ Post Code: _____

Email: _____ Fax / DX: _____

Phone No(s): _____ Mobile: _____

PROPERTY/LOCATION DESCRIPTION

Unit/Street No: _____ Street: _____

Suburb: _____ Post Code: _____

Lot No: _____ Strata/Deposited Plan Number(s): _____

TYPE OF PLAN

(Please select whichever applies)

Deposited Plan (includes stratum subdivision)

Strata Plan

Community Title

Other (please specify) _____

GET IN CONTACT

Randwick City Council
30 Frances Street
Randwick NSW 2031
ABN: 77 362 844 121

Phone 1300 722 542
Fax (02) 9319 1510
council@randwick.nsw.gov.au
www.randwick.nsw.gov.au

RELATED APPROVALS

Development Consent or Complying Development Certificate Number:

.....

• Determination Date:

.....

• Description of Approval

.....

(e.g. Boundary adjustment, No. of lots, etc.)

.....

Construction Certificate Number:

.....

• Date of Issue

.....

SUBMISSION REQUIREMENTS	Applicant Use		Office Use	
	Yes	No	Yes	No
1. Original subdivision plan and Administration sheet (NOT folded or creased) with 5 copies Notes: <ul style="list-style-type: none"> The originals must be clearly identified and separated from the copies The Administration sheet must be endorsed with a certificate under the Surveyors Act 1929. The plan must show all required easements, rights of way, etc 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Evidence that all relevant conditions of the applicable consent (DA or CDC) have been satisfied. Note: The evidence shall include an occupation certificate (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Compliance certificate/s from the relevant service authorities (i.e. Section 73 compliance certificate from Sydney Water)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. A Works as Executed drainage plan (if relevant) and associated certification that all drainage works have been completed in accordance with Council requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONFLICT OF INTEREST

Are you an employee of Council or do you have an affiliation with a Council Officer or Councillor by way of family, close personal friendship or business interest?

Yes No

If yes, please provide details:

NOTICE UNDER SECTION 10 OF THE PRIVACY & PERSONAL INFORMATION PROTECTION ACT 1998

The information collected on this application form (and in any document submitted with the application) is for the purpose of assessing and determining your application. The intended recipients of the information include any parties involved in the assessment or with an interest in the application. The information may be viewed by Councillors, Council officers and members of the public.

If the requested information is not provided, the Council may be unable to process your application. Randwick City Council ('Council') is the name of the agency that is collecting and holding the personal information. Please advise Council if the information you have provided either changes or is incorrect or if you require your personal details to be suppressed.

OWNER'S CONSENT

- NB: SINGLE / JOINT OWNERSHIP: *All named owners must sign (if more than one owner, every owner must sign).*
- STRATA TITLED PROPERTY: *The strata secretary must sign the form and attach the strata seal.*
- COMPANY / BUSINESS OWNED PROPERTY: *The director/s or company secretary must sign the form and attach the company seal or provide a signed letter on company letterhead with the ABN included giving consent to this application.*

- I hereby consent to the submission of this application and to a representative of Council entering the site for the purpose of a site inspection, and
- 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.

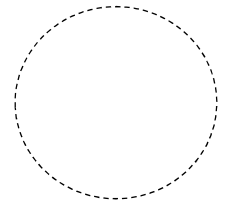
Signature: Name: Date:

Signature: Name: Date:

Company/Strata Corp:

Position:

ABN No:



AFFIX COMMON SEAL

DECLARATION

- I apply for a subdivision certificate as described in this application. I declare that all the information given is true and correct, and any electronic plans and documents submitted on storage medium e.g. CD, USB are an exact reproduction of the original source documents submitted with the application.
- I understand that if incomplete, the application may be delayed or rejected, and that more information may be requested to process my application.
- I consent to Council copying the application, and any supporting material, for any purpose associated with the exercise of its functions under the Environmental Planning & Assessment Act 1979, Strata Schemes Development Act 2015 and Government Information (Public Access) Act 2009
- I warrant that to the extent that I do not own the copyright in any documents lodged with this application, the Council is licensed by the copyright owner to use the documents lodged with this application in accordance with the above paragraph.
- I indemnify the Council against all claims and actions in respect of a breach of copyright arising from any unauthorised use of any documents lodged with this application

Signature:

Name: Date:

HOW TO LODGE THIS APPLICATION

BY MAIL with a cheque attached:

Post: Randwick City Council
30 Frances Street, Randwick NSW 2031

DX: DX 4121 Maroubra Junction

OVER THE COUNTER (by courier or personal delivery) with payment made via cash, cheque, credit card or EFTPOS

Customer Service Centre
30 Frances Street, Randwick
Open 8:30am – 5:00pm, Mon-Fri

COPYRIGHT DISCLAIMER

The Government Information (Public Access) Act (GIPA) provides that anyone may inspect and obtain copies of certain documents held by a council. A council complying with its obligation under GIPA does not breach copyright law. However, a person who through this process obtains a copy of plans subject to copyright would be in breach of copyright law if those plans were later used in a way adverse to the interest of the holder of the copyright.

If you copy, use or distribute documents subject to copyright, contrary to the provisions of the Copyright Act 1968 (Cth) you will be taken to have indemnified Randwick City Council against any claim or action in respect to breach of copyright.

FEES

Application fees are in accordance with Council's Fees and Charges Policy. To avoid delays at lodgement, please contact us to obtain a fee 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, MasterCard, Visa, American Express & EFTPOS. Make cheques payable to Randwick City Council.

OFFICE USE ONLY	RECEIPT CODE	FEE	GST
Subdivision Assessment Fee		\$	
Information Management Fee		\$	
Other:		\$	
	TOTAL:	\$	

OFFICE USE ONLY

Application received by: Date:

Checked by Duty Planner /
Customer Service Officer: Date:

Receipt No: Date:

Fee: \$

COLLECTION OF PLANS AFTER ISSUE OF SUBDIVISION CERTIFICATE

Plans collected by: Date:

Signature: Date: