

# 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: .....

Email Address: .....

Postal Address: .....

Suburb: ..... Post Code: .....

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  
[council@randwick.nsw.gov.au](mailto:council@randwick.nsw.gov.au)  
[www.randwick.nsw.gov.au](http://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. Subdivision plan and Administration sheet. Notes: • 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 (to be completed if the applicant is not the owner/s of the subject property)**

Yes

I declare that I have shown this document, including all attached drawings, to the owner(s) of the land, and that I have obtained their consent to submit this application.

Signature:

Name:

**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

ONLINE VIA THE NSW PLANNING PORTAL

<https://www.planningportal.nsw.gov.au/certificates/subdivision-certificate>

Please refer to Council's website for more information.

## COPYRIGHT DISCLAIMER

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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.

Payment must be paid via Council's Epathway online services (i.e. credit card via Council's website).

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

## 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: .....

## PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE

The purpose of collection of this information is to enable Council to process your request. We will not be able to process your request if you do not provide the information. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Randwick City Council officers. Members of the public will not be provided with access to the personal details contained on this form. View our [Privacy Statement](#) for more information.