



GUIDELINES FOR LODGING SUBDIVISION APPLICATIONS

1. In order to subdivide or carry out a boundary adjustment, it is necessary to complete Council's Application for Development.

Some boundary adjustments are exempt from requiring an approval from Council, you should speak with Council's Senior Planner to determine if your proposal is exempt.

Three copies of a concept sketch plan will need to be lodged with your application clearly showing boundary alterations, location of any dwellings/buildings/structures, proposed lot sizes and dimensions and any other detail required by the Council to assess your application. At this stage you do not require plans drawn up by your Surveyor, however, they should be drawn to scale and clearly indicate the proposed lot sizes. You may choose to have a surveyor draw the sketch plans.

If the land is mapped as Bushfire Prone, a preliminary bushfire assessment will be required, in addition to any associated referral fees to the NSW Rural Fire Service. Please refer to the Rural Fire Service document "Planning for bushfire protection, 2006" [Planning for Bush Fire Protection - NSW Rural Fire Service](#).

The application form, plans and fee is lodged and paid for at Council's Administration office, after being checked by staff.

2. The application will be assessed by Council's Senior Planner who may need to contact you if further information is required.

Council's Engineering Services Department will also be consulted for recommendations with regards to access, water, sewer and stormwater. There may be requirements for you to extend sewer or water to service a proposed lot or to construct roads or kerb and gutter, depending on the existing situation.

Any existing access is required to be upgraded to Council's standards and where no access exists, a new access from the public road system will be required. Any works in Council's Road Reserve must be carried out in accordance with a Section 138 Permit issued by Council. It is recommended that a subdivision application is lodged in conjunction with a Section 138 application.

Each new lot created must be provided with a means of coincident physical and legal access. This may be achieved by direct access from public road, an easement, right of carriageway or other legal means.

Generally Subdivision/Boundary Adjustment applications are determined by Council staff without the need to be put before a Council Meeting, and if all details are in order, are normally determined within about 6 weeks. More complex applications, or those requiring additional information may take longer to process.

3. You will be advised in writing once a decision has been made (called a Notice of Determination). In most cases, the application will be approved subject to a number of conditions, required to be carried out before the plan of subdivision can be signed off by Council. Should it seem likely that the application will not be approved, you will be notified prior to any decision being made.

For all subdivisions which lie within the area serviced by water and sewer, monetary contributions, referred to as Section 64 Developer Contributions will be levied.

SECTION 64 CONTRIBUTION PLAN (Indexed for 2018)

Contribution/Per Additional Lot	Tenterfield	Urbenville	Jennings
Sewerage Headworks	\$6,600	\$2,200	N/A
Water Headworks	\$5,400	\$5,500	\$450

The purpose of Section 94 Developer Contributions is to ensure that the existing community is not burdened by the provision of public amenities and public services required as a result of future development. The following monies are levied (where applicable).

SECTION 711 (formally s94) CONTRIBUTION PLAN (Indexed for 2019)

Contribution/Per Additional Lot	Adopted Contribution Rate
Plan Preparation and Administration	\$228.00
Roads	\$4,438.00
Emergency Services	\$444.00
Community and Civic Facilities	\$267.00
Open Space, Sporting and Recreation	\$111.00
Waste Management	\$832.00
Drainage	\$388.00

Council's Operational Plan (Fees & Charges) and Section 94 & 94A Contribution Plans are available to be viewed on Council's Website.

4. A Development Consent (Notice of Determination) is valid for 5 years, and work must be commenced, or a final plan of survey lodged and endorsed by Council by that date.

6. Before registration of the subdivision with the Land and Property Information Authority (formerly Land Titles Office), you are required to provide Council with four copies of your surveyor's plans and a Subdivision Certificate application, accompanied by the current Linen Plan Release fee.

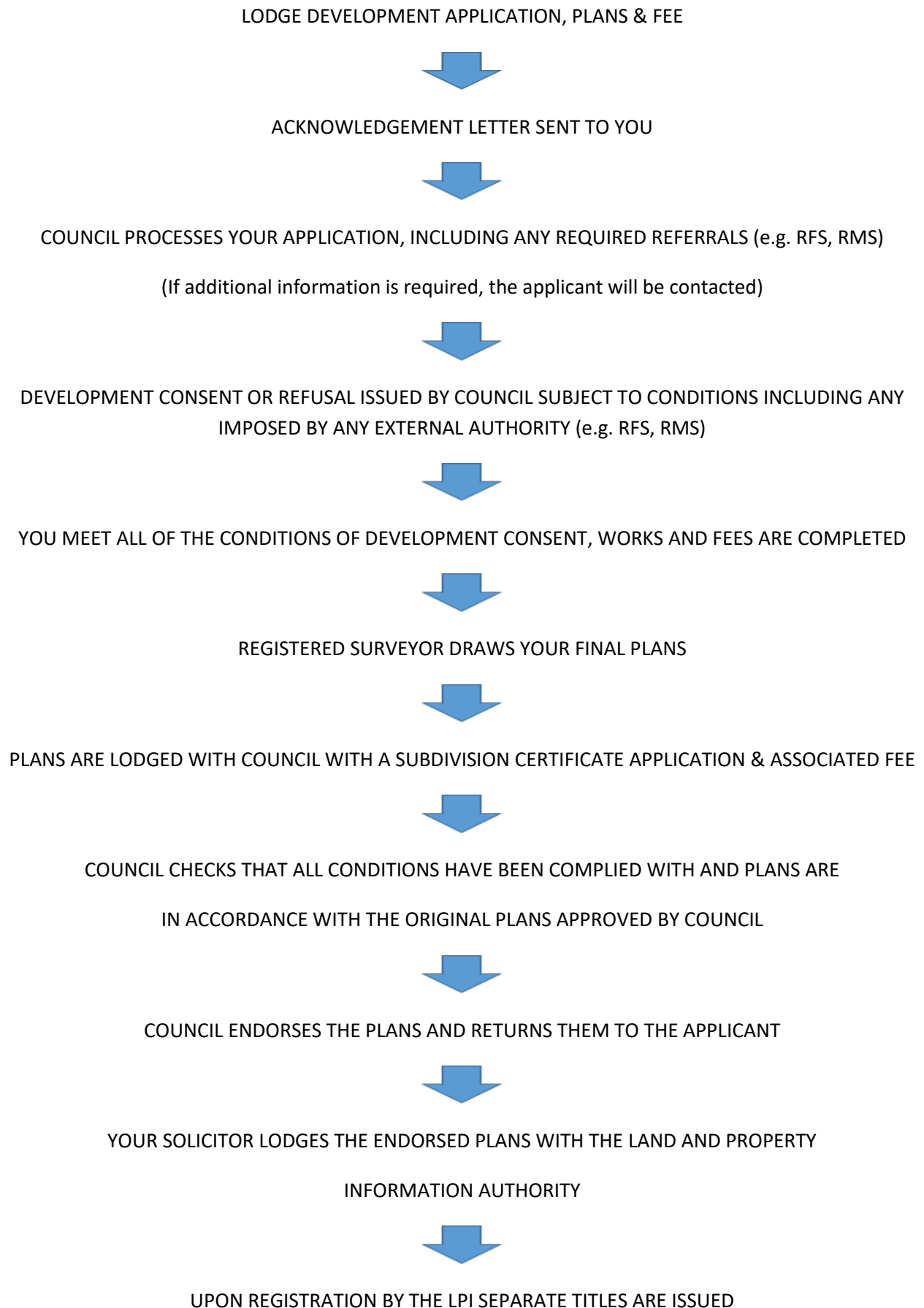
When Council has verified that all conditions are met, including the payment of any fees listed on your development consent, your plans will be endorsed/signed by Council and returned to you.

Everything you need to comply with to allow Council to endorse the final survey plan (surveyor's plans) is included on your Development Consent (Notice of Determination).

7. Your solicitor will then need to lodge the signed plans with the Land and Property Information Authority for registration. Once the plans are registered the newly created lots are issued with a new title.

8. Other costs including Surveyor's fees and the cost of registration of your plan/s with the Land and Property Information Authority are the responsibility of the applicant.

FLOW CHART FOR LODGING SUBDIVISION APPLICATIONS



Protect your property

Use a registered land surveyor



Any survey of your property's boundaries in the State of New South Wales is, by law, required to be conducted or supervised by a registered land surveyor.

It is illegal for anyone who is not a registered land surveyor to carry out any survey involving property boundaries, including the setting out of buildings at a stated offset from a property boundary.

Registered land surveyors in NSW are regulated by legislation which is administered by the Board of Surveying and Spatial Information (BOSSI) www.bossi.nsw.gov.au.

BOSSI is your assurance that a land surveyor's work will be carried out competently, correctly and professionally.

When engaging a surveyor to undertake work involving the location of your property's boundaries, it is advisable to check that the surveyor responsible for the survey is registered in NSW.

Anyone who is not a registered land surveyor and undertakes boundary surveys cannot be insured against incorrect, defective or substandard work, as they are breaking the law.

Using a land surveyor who is not registered, can expose you to serious and costly risks relating to building compliance and encroachments.

To confirm that a surveyor is registered, please contact BOSSI on 02 6332 8238 during office hours. The Board can confirm the status of any surveyor to give you peace of mind that your boundaries are in safe hands.