



Application for a Subdivision certificate

To:
The General Manager
PO Box214
Tenterfield NSW 2372
Ph: 02 6736 6000
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Email: council@tenterfield.nsw.gov.au

Fee	\$
Receipt No.	
Date of Receipt	

SUBDIVISION CERTIFICATE APPLICATION APPLIES TO DA No. _____

A subdivision certificate is required to have your plan of subdivision registered with Land and Property Information NSW. You can use this form to apply for a certificate. To complete the form, please place a cross in the boxes and fill out the white sections as appropriate. To minimise delay in receiving a decision about your application, please ensure you submit all relevant information.

If you have development consent for the subdivision, you need to apply to the consent authority that granted the consent. If you do not have development consent for the subdivision, you need to apply to the council. If your subdivision involves subdivision work, such as building roads or a stormwater drainage system, you need to apply to the principal certifying authority you have appointed.

1. Details of the applicant

Mr Ms Mrs Dr Other

First name

Family name

Flat/street no.

Street name

Suburb or town

State

Postcode

Daytime telephone

Fax

Mobile

Email

2. Identify the land

Rural Address/Street no.

Street/Road name

Suburb or town

Postcode

Lot no.

Section No.

DP/MPS no.

You can find the Lot, Section & DP no's. details on a map of the land or on the title documents for the land. If you need additional room, please attach a schedule and/or a map with these details.

What is the existing area of the site?

 m²/ha

3. Details of the development approvals granted

Is development consent required for the subdivision?

No

Yes Has development consent been granted after a development application was made?

Yes What is the development application no.?

What date was development consent granted?

No Has a complying development certificate been issued?

No

Yes What is the Complying Development Certificate no.?

What date was the certificate issued?

Describe the subdivision that was approved (eg boundary adjustments, the number of lots)

Has a construction certificate been issued for any subdivision work?

No

Yes What is the construction certificate no.?

What date was the certificate issued?

4. Information to be attached to the application

Please indicate the material you have attached by placing a cross in the appropriate boxes .

Information that must be attached:

- the original plan of the subdivision that has been prepared by a qualified surveyor and 5 copies of that plan
- a copy of the development consent or the complying development certificate
- a copy of the construction certificate (where relevant) and detailed subdivision engineering plans
- a copy of detailed subdivision engineering plans

Additional information you may need to include:

Does your consent have a deferred commencement date?

No

Yes Please attach:

- evidence that you have met all the conditions the consent authority required you to meet before the consent can commence

4. Continued

Does the consent have conditions that you must meet before a subdivision certificate can be issued?

No

Yes ➤ Please attach:

evidence that you have met those conditions

Where development consent has been granted for the development, does the consent allow you to carry out work to do the subdivision (like building roads or a stormwater drainage system)?

No

Yes ➤ Please attach:

evidence that the work has been completed

or

evidence that you have agreed with the consent authority:

- that you will pay the consent authority to do the work, and
- when the consent authority will do the work

or

evidence that you have agreed with the consent authority:

- that you will give a security to the consent authority to do the work, and
- when the consent authority will do the work.

5. Signature

The applicant, or the applicant's agent, must sign the application.

Signature

Name if you are not the applicant

Date

In what capacity are you signing if you are not the applicant

6. Privacy policy

The information you provide in this application will enable your application to be assessed by the certifying authority. If the relevant information is not provided, your application may not be accepted.

Office use only - Plans & Attachments received for signing

- Original Plan

Given back to owner/applicant

- Copies of Plan (No. _____)

- Administration Pages

- Other _____

Initials of Council Officer