



# Strata Subdivision Certificate Application

Expiry Date: 30 June 2010

## About this form

Use this form to apply for Strata Subdivision Certificate under the Strata Schemes (Freehold Development) Act 1973 and the Strata Schemes (Leasehold Development) Act 1986.

## Lodgement and fees

Please follow the instructions on Page 2.

## Any questions

Phone Customer Service on (02) 9391 7000, or call in personally (see page 2)

## ▼ Applicant's details

### Your name, address and contact details

Title:      Mr     Mrs     Miss     Ms     Other: .....

Family name: ..... Given name(s): .....

On behalf of (company name): .....

Address: .....

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

Postal address: (if different to above) .....

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

Telephone (B) (....) ..... Fax (....) .....

Telephone (H) (....) ..... Mobile: .....

## ▼ Application details

### Subject property

Address: .....

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

### Application

Number of lots to be created (proposed): .....

Number of utility lots to be created (proposed): .....

Has development consent been applied for and/or granted for the proposed strata subdivision as illustrated on the plan: .....

Development Application Number: .....

Encroachments (if any): .....

## ▼ Information to be supplied

### Please read

1. This form together with the original linen plan and five (5) copies.
2. A Development Application if *State Environmental Planning Policy No 10* applies to this property.

## ▼ Signature

### Owner's consent

I/we ..... being the owner or duly authorised by the owner of the land to which this application relates, consent to this request.

Signature of owner: ..... Date: .....

### Applicant's declaration

I am applying for Strata Title Subdivision as described in this application. I declare that all the information given is true and correct.

Signature of applicant: ..... Date: .....

Include company or Body Corporate Seal if applicable.

## ▼ How to lodge this application

**Address the application to:** The General Manager  
Woollahra Municipal Council

**You can send it to us by any of the following methods:**

**Post:** PO Box 61  
Double Bay 1360

**DX:** DX 3607 Double Bay

**Courier or personal delivery:** Council Chambers  
536 New South Head Rd  
Double Bay NSW 2028

**Contact us by phone, fax or electronically**

**Phone:** (02) 9391 7000

**Fax:** (02) 9391 7044

**E-mail:** records@woollahra.nsw.gov.au

**Web:** www.woollahra.nsw.gov.au

**Fees**

The current fees for this service are as follows:

**For new buildings:**

\$605.00 Administration fee, plus \$264.00 per lot created in excess of two (inclusive of GST).

**To convert existing buildings:**

\$1155.00 Administration fee, plus \$297.00 per lot created in excess of two (inclusive of GST).

**Payment methods**

In Person

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card — American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

By Mail

For credit card payments, please complete the attached "Credit Card Payment" form.

For cheque payments, please make payable to Woollahra Council.

## ▼ Privacy notification

The personal details requested on this form are required under the *Strata Schemes Act 1973 & 1986* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

To be completed by Council's Cashier and Customer Service Officer. GST may be applicable (refer receipt) <i>Retain your receipt as proof of lodgement of the application.</i>  <input checked="" type="checkbox"/> Receiving Officer:..... Date: .....  <input checked="" type="checkbox"/> Cashier: ..... Date: .....	<b>OFFICE USE ONLY</b>		
		<b>Fee Amt</b>	<b>Receipt Code</b>
	Application fee		538
	<b>Total:</b>		

