



Land Subdivision Certificate Application

Under Part 4A, Environmental Planning and Assessment Act 1979

Expiry Date: 30 June 2009

About this form

Use this form to apply for a Subdivision Certificate to enable registration of a plan of subdivision at the Land Titles Office.

Lodgement & Fees

Please follow the instructions on page 2.

Any questions

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

Owner and site details

1. Applicant's name, address and contact details.

Title: Mr Mrs Miss Ms Other:

Family name (or company):

Given names (or ABN):

Postal address:

..... Post Code:

Phone (1) (....)..... Fax (....).....

Phone (2) (....)..... E-mail:

Contact person (Only if a company etc).....

2. Location and title description of the property

This will help us to correctly identify the land

Unit, shop or suite:Street No: Street:

Suburb:

Lot(s): Section:

Deposited Plan(s): Strata plan:.....

Other:

Get these details from rate notices, property deeds, or Council property maps.

Application details

3. Development consent and construction certificate* details

** If subdivision works are involved*

DA No. No. Date Issued Issued by who?

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4. Do you want a certificate for all of the land covered by the consent?

All of the land

Only part of the land

Which part?

Total number of lots to be covered by the certificate?.....

To be completed by Council's Cashier and Customer Service Officer.

OFFICE USE ONLY

GST may be applicable (refer receipt)

Retain your receipt as proof of lodgement of the application.

⊗ Receiving Officer: Date:

⊗ Cashier: Date:

Fee type	Fee	Receipt Code	
Subdivision Fee		51	
Lodgement Fee	\$30.00	53	

▼ Check list

5. **Have you:**
- Provided 5 (five) copies of the final plan of subdivision endorsed with a certificate under the Surveyors Act 1929?
 - Complied with all conditions of development consent that require specific matters to be completed or satisfied before a subdivision certificate may be issued?
Please check the development Consent before lodging this application
 - Attached any compliance certificates
 - Attached a copy of a certificate of compliance for the subdivision issued by Sydney Water Corporation Ltd?

▼ Signatures

6. **Owner's consent**
- Must be signed by the owner of the land. If more than one owner, every owner must sign.*
- If the owner is a company or owner's association this must be signed by a director under common seal.*
- As owner of the land to which this application relates, I consent to this application. I also give consent for authorised Council officers to enter the land to carry out inspections.
- ☒ Signature: Date:
- If you are signing on the owner's behalf as the owner's legal representative, please state the nature of your legal authority and attach documentary evidence.
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(eg, power of attorney, executor, trustee, company director)
7. **Your declaration**
- I apply for consent to carry out the development described in this application. I declare that all the information given is true and correct. I also understand that:
- if incomplete, the application may be delayed or rejected, and that
 - more information may be requested within 21 days of lodgement.
- ☒ Signature: Date:

▼ 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 Road
Double Bay NSW 2028

How to contact us by phone, fax or electronically

Phone: (02) 9391 7000

Fax: (02) 9391 7044

Email: records@woollahra.nsw.gov.au

Web: www.woollahra.nsw.gov.au

If you wish to discuss a proposal with one of our Compliance officers, it's essential that you arrange an appointment. We recommend that you consult with a Council Compliance officer before lodging this application.

Fees

Fees are calculated in accordance with Council's adopted fees and charges. (\$1155 plus \$297 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.

Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

Bus or Rail: Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

Parking: Short term customer parking spaces are available on site. On street parking in nearby streets is also available.

▼ Privacy notification

The personal details requested on this form are required under the *Environmental Planning and Assessment Act 1979* 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.



Credit Card Payment Form

All credit card payment will incur a processing fee currently 1%

Payments should be sent to: Woollahra Council
536 New South Head Road
DOUBLE BAY NSW 2028

OR

PO Box 61
DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

Credit card payment

This matter will not be processed until the credit card payment has been authorised

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA															
Full Name on Credit Card																			
Credit Card No.				--															
Card Expiry Date			--			Total Amount Paid	\$												
Cardholder's Signature																			
Date							Contact Phone No.												

Reason for payment

Please indicate in this section the reason for the payment and any other applicable information.

Payment For

Council Reference Eg. DA No.etc

Address (where applicable)

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PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. 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.

OFFICE USE ONLY	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	
	Date	