

# Land Subdivision Certificate Application

Under Part 4A, Environmental Planning and Assessment Act 1979

Expiry Date: 30 June 2018

## 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.

**Before lodging this application** the owner of the property must enter into an 'Agreement for Certification Work' with Council pursuant to section 73A of the *Building Professionals Act 2005*.

## 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?
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

### 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. <b>GST may be applicable (refer receipt)</b> <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:.....	OFFICE USE ONLY		
	Fee type	Fee	Receipt Code
	Subdivision Application Fee	\$1,160.00	51
	Fee per lot created in excess of two (2)		51
	Lodgement Fee	\$36.00	53
<b>TOTAL</b>			

## Checklist

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.
- .....  
(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](mailto:records@woollahra.nsw.gov.au)

**Web:** [www.woollahra.nsw.gov.au](http://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. (\$1,160 plus \$300 per lot created in excess of two and a lodgement fee of \$36 per application)

### 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?

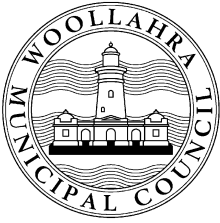
Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

**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.



# Agreement for certification work for the determination of an application for a Land Subdivision Certificate

Under s73A of the *Building Professionals Act 2005*, an accredited certifier must not carry out certification work for a person unless the certifier, or their employer, has entered into a written agreement with the person. This form, when signed by both parties, forms the agreement between you and the Council for the provision of certification services for the determination of an application for a Land Subdivision Certificate.

## A. Parties to the Agreement

Woollahra Municipal Council (the Council)

Address: 536 New South Head Road Double Bay NSW 2028

Telephone: (02) 9391 7000

Email: records@ Woollahra.nsw.gov.au

AND

..... (the Client)

Address:.....

Phone (B) (.....)..... Fax (.....) .....

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

## B. Persons who may carry out the certification work and inspections

Certification work and inspections under this Agreement may be carried out by any of the following employees of the Council subject to the terms of their accreditation:

Officers Name	Accreditation Level	Registration No:
Glenn Lawrence BRIGGS	A1 – Accredited Certifier	BPB0947
Richard Alan SMITH	A1 – Accredited Certifier	BPB1916
Craig Norburn JENNER	A1 – Accredited Certifier - Conditional	BPB1691
Timothy John TUXFORD	A1 – Accredited Certifier - Conditional	BPB1627
Harley John FEE	A2 – Accredited Certifier - Conditional	BPB1669
Konstantine RAISSIS	A3 – Accredited Certifier	BPB1601
Ayman TAWFILS	A3 – Accredited Certifier - Conditional	BPB1405

Any other employee of Woollahra Municipal Council with appropriate accreditation under the *Building Professionals Act 2005* or with the appropriate authority and delegations of the Council.

## C. Certification work to be performed

The certification work to be performed under this agreement is the determination of an application for a Land Subdivision Certificate.

**D. Details of the development**

Description of development (eg: single storey dwelling)	..... ..... .....
Address & Formal particulars of the title of the development site	Unit, shop or suite: ..... Street No: ..... Street:..... Suburb: ..... Lot(s): ..... Section: ..... Deposited Plan(s): ..... Strata plan: ..... Other ..... You can get these details from recent rate notices, property deeds or the Land Titles Office
<b>Development consent particulars</b>	
Name of consent authority	.....
Development consent no./identifier	.....
Date of development consent	.....
Details of plans, specifications and other documents approved by development consent	..... ..... .....

**E. Services to be performed by the Council**

The Certifier or applicable Council Officer will, on behalf of the Council, perform all work necessary to comply with relevant statutory requirements and to facilitate the timely determination of the application, including:

1. Conducting an inspection of any subdivision work, if necessary
2. Ascertaining if any conditions of development consent, or requirements of a planning agreement, which are required to be complied with before a subdivision certificate may be issued have been satisfied.
3. Ascertain if a certificate of compliance from a water supply authority is required, and if so, whether one has been obtained.
4. Ascertain if objector rights of appeal, if any, have lapsed or been determined.
5. Ascertain if any drainage easement is required by an order under section 40 of the *Land and Environment Court Act 1979*, and if so, whether such an easement has been provided.
6. If any subdivision work has not been completed, ascertain if any agreement has been reached with the consent authority relating to the payment for, or giving of security for, the completion of the subdivision work.
7. Determine the application and prepare a notice of determination.
8. If the application is granted, prepare a subdivision certificate and endorse the plan of subdivision.

**F. Fees and charges**

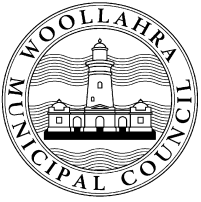
<b>Fixed fee agreement</b> Council will undertake for a fixed fee all work involved in assessing, determining and finalising the application as set out in the Description of Services, including the costs of any service provided by a third party and any fees for obtaining or lodging documents, <b>except</b> for contingency items (if any) specified below.	
Fixed fee for assessing the application for a land subdivision certificate	\$ .....
Contingency items	Not applicable

**Signatures**

.....  
Signed/executed by or on behalf of the Council

.....  
Signed/executed by or on behalf of the Client





# Credit Card Payment Form

**All credit card payment will incur a processing fee currently 0.55%**

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  Yes  No

Cashier

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Date

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