

Subdivision Works Certificate Application

NOTE:

Please complete this Application Form if a Development Application was issued after 1 December 2019

If a Development Application was issued before 1 December 2019 please complete a Construction Certificate Application Form

made under the Environmental Planning and Assessment Act 1979 Section 6.3

Office Use Only

CC Number

PLEASE COMPLETE ALL SECTIONS

APPLICANT (Please see Note 4)

Name/Company:			Phone:	
Contact Name (if Company):			Fax:	
Postal Address:			Mobile:	
Town:	State:	Postcode:	Email:	
<i>OFFICE USE ONLY</i> NAR Numbers				

CONTRACTOR

Name:			Phone (work):	
Postal Address:			Mobile/Home:	
Town:	State:	Postcode:	Fax:	
License/Registration Number:				
<i>OFFICE USE ONLY</i> NAR Numbers				

LAND TO BE DEVELOPED (Please attach additional sheet if inadequate space provided)

No:		Street:			Town	
Lot:	Section:	DP/SP:	Lot:	Section:	DP/SP:	
Lot:	Section:	DP/SP:	Lot:	Section:	DP/SP:	
<i>OFFICE USE ONLY</i> Parcel Numbers						

PROPOSED DEVELOPMENT

Description of development:

COST

Please provide a cost estimate of Civil Works from a Consulting Engineer or Licensed Surveyor

Estimated cost of /Subdivision Work: \$

DEVELOPMENT CONSENT

Development Consent No	Date of Consent
Has Consent been Modified <input type="checkbox"/> NO	
<input type="checkbox"/> YES	Date of Modification

WORKS IN COUNCIL ROAD RESERVE

Do you require a Section 138 Roads Act Approval?

YES NO

If you propose to carry out any works in Council road reserve you will require a Section 138 Roads Act approval. Such works include: constructing a driveway or other access to your property – digging up or disturbing the road or footpath surface (for example for the extension of services such as water mains, wastewater mains, gas etc) – under-boring roads or footpaths – trenching roads, verges or footpaths – works that may affect pedestrian traffic (including storage of materials and equipment on the verge) – works that may affect vehicular traffic.

You will be required to submit an *Application/Permit for Works within a Road Reserve (Section 138 Roads Act)* (form available from Council offices or Council's website). This approval must be obtained before the Subdivision Works Certificate will be issued.

REQUIRED ATTACHMENTS

Has the information requested in Note 1 been provided?

Yes No

If No, please list information that is yet to be provided

LODGEMENT CHECKLIST

	YES	NO	N/A
Detailed engineering design/construction plan and specifications **	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any compliance certificates to be relied on have been provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reference to Council's specifications has been made in General Notes on Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statement certifying the plans have been endorsed by a Chartered Professional Engineer/Licensed Surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details on consultation with public authorities concerning the provision of utility services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Undergrounding of existing overhead services acknowledged on plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All required State/Public Authority approvals have been obtained and copy has been provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erosion and Sediment Control Plan (small sites) or Soil and Water Management Plan (large sites)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Control Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dilapidation Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping plan including street tree that are listed on Council's tree species list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long Service Levy has been paid and evidence of payment has been provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All consent conditions, as required prior to the issue of a Subdivision Works Certificate have been satisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Indemnity Insurance for a minimum \$5 million for consultants involved in the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Liability Insurance for a minimum \$20 million and full Workers Compensation Insurance as required by NSW law for all contractors involved in this project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**

- a) Earthworks
- b) Roadworks
- c) Road Pavement and Road Finishing
- d) Stormwater Drainage
- e) Water Supply Works
- f) Sewerage Works

DECLARATION AND SIGNATURE OF APPLICANT

I/we the undersigned hereby apply for approval of the development proposal as described and as per the plans and specifications and documents accompanying the application. I/we undertake to develop in accordance with any development consent or Section 68 Local Government Act approval granted by Council and conform with the provisions of the relevant Act(s), Regulations, codes and the Local Environmental Plan. I/we further undertake to pay any fee or charge assessed by Council in connection with the development and indemnify Snowy Monaro Regional Council against all claims arising from negligence (or otherwise) resulting from work carried out in connection with the development within the road reserve. I/we acknowledge that any building waste from the development be disposed of at a licensed landfill site.

Any person signing on behalf of applicant – please state in what capacity:

Signature	Name	Date
Signature	Name	Date

No site works may commence without Development Consent. Construction materials purchased/work done prior to Consent is at the owner/applicant's risk. All owners must sign this application form or provide written authority for the lodgement of the application.

APPOINTMENT OF COUNCIL AS THE PRINCIPAL CERTIFYING AUTHORITY (PCA)

It is not compulsory that a PCA is appointed at the Subdivision Certificate application stage. You may choose to appoint Council at a later stage by completing the *Notice of Commencement & Appointment of PCA* form. If Council will not be the PCA, Council must be notified of who has been appointed at least 2 days prior to building work commencing (please use *Notice of Commencement & Appointment of PCA form*).

I wish to appoint Council as the PCA Yes (please sign/complete below) No

I/we wish to appoint Snowy Monaro Regional Council as Principal Certifying Authority for the purposes of the *Environmental Planning and Assessment Act* in relation to the Subdivision work referred to in this application. I/we have read and understand the *Appointment of PCA Requirements* below.

Signature	Name	Date
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Appointment of PCA Requirements

Appointment of Snowy Monaro Regional Council to act as Principal Certifying Authority (PCA)

What is a PCA?

A PCA is a local council, or a private person or company accredited by the Building Professionals Board, who inspects building and subdivision work during construction. You will be involved with your PCA throughout the construction process.

For further information please see [When you need a certifier](#) (Building Professionals Board)

Council is a certifying authority and employs an accredited certifier (the Certifier) who is authorised to carry out the certification work which is the subject of this Agreement on behalf of the Council.

In requesting the appointment of Council as the PCA for the development, you will be required to sign a Contract that meets the requirements of section 79A of the *Building Professionals Act 2005* and clause 19A of the *Building Professionals Regulation 2007*.

The Applicant must, sign and submit the contract to Council. A copy of the Contract for Certificate Work can be found on Council's website. Council will only start the certification work upon receipt of the completed and signed contract and payment of the relevant fees and charges.

NOTES FOR COMPLETING CONSTRUCTION CERTIFICATE APPLICATION

Note 1 – Information to be provided

The following information must accompany applications for Subdivision work:

Subdivision Work

In the case of an application for subdivision work:

- a) Copies of compliance certificates relied upon.
- b) Four (4) copies of detailed engineering plans. The detailed plans may include but are not limited to the following:
 - earthworks
 - road works
 - road pavement and road furnishings
 - stormwater drainage
 - water supply works
 - sewerage works
 - landscaping works
 - erosion control works
- c) Details of the existing and proposed subdivision pattern (including the number of lots and the location of roads.
- d) Details as to which public authorities have been consulted as to the provision of utilising services to the land concerned.

Where the proposed subdivision work involves a modification to previously approved plans the plans must be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the modification.

Note 2 – Long Service Levy

Under current legislation a Subdivision Certificate cannot be granted until any Long Service Levy payable under Section 34 of the *Building and Construction Industry Long Service Payments Act, 1986* (or where such a levy is payable by instalments, the first instalment of the levy) has been paid.

Note 4 – Critical Stage Inspections

- (a) After placement of all signs in accordance with the approved Traffic Control Plan.
- (b) After stripping of topsoil from roads and fill areas, all Soil and Water Management Plan controls shall be in place at this stage.
- (c) During field density testing, string line checking and proof rolling of the finished subgrade.
- (d) After placement of water service conduits prior to backfilling.
- (e) After trimming and compaction of the subgrade layer.
- (f) After placement and compaction of each layer of gravel pavement material.
- (g) During field density testing, string line checking and proof rolling of each finished gravel pavement layer.
- (h) After placement and prior to backfill of all sub-soil drainage pipes.
- (i) After sweeping and during application of bitumen seal or asphaltic concrete wearing surface.
- (j) Prior to concrete pour and after boxing and placement of reinforcement has been completed of all concrete driveways including battle-axe driveways within properties.
- (k) After laying and jointing of all storm water pipelines prior to backfilling.
- (l) During construction and after completion of all storm water pits.
- (m) After laying and jointing of all water supply pipelines (water mains and water services) prior to backfilling and after installation of all water meters.

- (o) At commencement of disinfection and during residual chlorine testing of all water supply pipelines (water mains and water services).
- (p) After laying and jointing of all sewerage pipelines prior to backfilling.
- (q) During pressure testing of all water supply pipelines (water mains and water services).
- (r) During pressure and ovality testing of all sewerage pipelines.
- (s) During testing of all sewer manholes.
- (t) After completion of works prior to acceptance and commencement of the defects liability “on-maintenance” period.
- (u) During the defects liability “off-maintenance” period inspection.
- (v) As otherwise required to confirm that the works are satisfactorily executed and in conformity with the approved drawings, Development specifications and environmental controls.