

# Subdivision Certificate or Strata Certificate Application

Office Use Only	
Sub Number:	

TYPE OF CERTIFICATE	
<input type="checkbox"/> Subdivision Certificate	(Section 109C(1)(d) of the <i>Environmental Planning and Assessment Act 1979</i> )
<input type="checkbox"/> Strata Certificate	(Part 2, Division 4 <i>Strata Schemes (Freehold Development) Act 1973</i> )

APPLICANT			
Name/Company:		Phone:	
Contact Name (if Company):		Fax:	
Postal Address:		Mobile:	
Town:	State:	Postcode:	Email:

OWNER			
Name/Company:		Phone:	
Contact Name (if Company):		Fax:	
Postal Address:		Mobile:	
Town:	State:	Postcode:	Email:
Is the subject land Crown Land <b>NO</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> → Please attach Authority			
<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				

DEVELOPMENT CONSENT DETAILS	
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Strata Subdivision
Number of Lots in the plan of subdivision/strata plan (including residue):	
Description of development (Description as per Notice of Determination):	
Development Consent Reference Number:	Determination Date:
Construction Certificate Reference Number:	Determination Date:

DECLARATION AND SIGNATURE OF APPLICANT		
I/we the undersigned hereby apply for approval of the Subdivision or Strata Certificate as described and as per the documents accompanying the Application. I/we undertake to develop in accordance with any 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 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.		
Signature	Name	Date
Signature	Name	Date

## CONSENT OF ALL OWNERS

All owners must sign this application form or provide written authority for the lodgement of the application.

### Note: Company Ownership

In the case of a company ownership, in accordance in s127 of the *Corporations Act 2001*, please state in the signature/name area the authority of each signatory (Director/Secretary etc) (eg as *Director of ABC Holdings Pty Ltd*) OR attach further documentation as required.

Owners consent attached OR ↓

As the owner/s of the above property described in this application I/we consent to its lodgement. I/we hereby permit any duly authorised officer of Snowy Monaro Regional Council to enter the land or premises to carry out inspections and surveys or take measurements or photographs as required for the administration the Act(s), Regulations, or Planning Instruments. We advise that as landowners we are not aware of any known hazards that may be of harm to officers visiting the site.

Signature	Name	Date
Signature	Name	Date

## REQUIRED ATTACHMENTS

### Subdivision Certificate

- The **original** administration sheet for the plan of subdivision prepared by a registered surveyor
- One (1) **copy** of the original plan of subdivision (Note: Council will only sign one **copy** of the plan of subdivision. If you require additional plans to be signed, additional fees may be payable)
- The **original** 88B Instrument relating to the plan of subdivision (where applicable) (Note: Council can be the first signatory if required)
- Copy of the Development Consent/Complying Development Certificate
- Detailed subdivision engineering plans endorsed with a construction certificate (where applicable)
- Evidence that all conditions of consent have been complied with that are required to be completed before a subdivision certificate can be issued (where applicable)
- Completion Certificates relating to any Section 68 Approvals for water supply or wastewater or stormwater drainage (where applicable)
- If a subdivision is the subject of an Order of the Land and Environment Court under Section 40 of the Land and Environment Court Act 1979 evidence that required drainage easements have been acquired by the relevant council.
- For subdivision involving subdivision works (such as roadworks, footpaths, kerb and gutter etc) evidence that:
  - Completion Certificates relating to any Construction Certificates or Section 138 Approvals or
  - Agreement reached with the relevant consent authority regarding payment of the cost of work or as to the time for carrying out of the work, or
  - Security given to the consent authority with respect to the completion of the work.
- For a deferred commencement consent evidence that the applicant has satisfied the consent authority on all matters which it must be satisfied of before the consent can operate

### Strata Certificate

- The **original** strata subdivision prepared by a registered surveyor, including location plan, floor plan and schedule of unit entitlement)
- One (1) **copy** of the original plan of strata subdivision (Note: Council will only sign the **copy** of the plan of subdivision. If you require additional plans to be signed, additional fees may be payable)
- The original strata development contract (only when a development control lot is applicable)
- Copy of the Development Consent/Complying Development Certificate
- Detailed subdivision engineering plans endorsed with a construction certificate (where applicable)
- Evidence that all conditions of consent have been complied with that are required to be completed before a subdivision certificate can be issued (where applicable)
- Completion Certificates relating to any Section 68 Approvals for water supply or wastewater or stormwater drainage (where applicable)
- If a subdivision is the subject of an Order of the Land and Environment Court under Section 40 of the Land and Environment Court Act 1979 evidence that required drainage easements have been acquired by the relevant council.
- For strata subdivision involving subdivision works (such as roadworks, footpaths, kerb and gutter etc) evidence that :
  - Completion Certificates relating to any Construction Certificates or Section 138 Approvals or
  - Agreement reached with the relevant consent authority regarding payment of the cost of work or as to the time for carrying out of the work, or
  - Security given to the consent authority with respect to the completion of the work.
- For a deferred commencement consent evidence that the applicant has satisfied the consent authority on all matters which it must be satisfied of before the consent can operate