

Subdivision Certificate Application Form

Section 109C(1)(d) Environmental Planning and Assessment Act 1979

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 Raymond Terrace NSW 2324

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FOR OFFICE USE ONLY	Date lodged <input type="text"/>	Application Number <input type="text"/>
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ABOUT THIS FORM

To lodge the application, this form must be filled in, duly signed by the applicant and properties' owners and provided to Council together with all the required supporting documentation.

Lodgement can be done at Council's Administration Building, by mail or email. Application and accompanying documentation may be provided in electronic format (recommended) or in paper form.

- If you choose to lodge the application in electronic format, please visit the [Council website](#) and follow the guidelines described. Please note that for Subdivision Certificates applications, one signed/stamped original copy of the "Administration Sheet", the "Linen plan*" and "88B instrument*" (if applicable), will have to be provided both in electronic (PDF) and paper format.
 - If you choose to lodge the application in paper form, you must provide only one paper copy of all the supporting documentation. A scanning fee will apply for applications lodged in paper form.
- *Be aware that damaged, folded, stapled or creased documents may not be accepted by LPI when registering the subdivision.

PRIVACY

The information provided may contain personal information as defined under the Privacy and Personal Information Protection Act 1998 (NSW). The purpose of collecting this information is to enable Council to consider matters under related legislation, issue related documentation where required and other associated matters as provided by law and will be utilised by Council officers in assessing the proposal and other associated activities. The information may also be made available to other persons in accordance with the relevant Acts and regulations, such as the Government Information (Public Access) Act 2009 (NSW) and will be stored in Council's record system. Council will display plans and reports (which may be subject to copyright law) on line on its DA Tracker portal for the required exhibition period of the application. Following this period plans and reports may be inspected at Council's Administration Building. No personal information will be displayed. Section 79 of the Environmental Planning and Assessment Act 1979 (NSW), requires Council to make applications and accompanying information, including plans, publicly available during the submission period.

PLEASE SELECT WHAT YOU ARE APPLYING FOR:	<input type="checkbox"/> Subdivision Certificate
	<input type="checkbox"/> Subdivision Certificate under State Environmental Planning Policy (Exempt & Complying Development Codes) 2008 - whereby I/we am/are satisfied that this subdivision meets the purpose of Subdivision 38.

PART A

Property details

Unit/Street Numbers	Street Name	Suburb	Postcode	Lot Number	DP/SP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cost of development

The estimated cost of the subdivision works:

The cost of the development is the genuine estimate of: (a) the cost associated with the construction of the building, and (b) the cost associated with the preparation of the building for the purpose for which it is to be used (such as the cost of installing plant, fittings, fixtures and equipment). Owner builders will need to include a full cost of labour.

Applicant details

First Name

Family Name

Company/organisation/agency

Position

Description of proposed development

Type of subdivision	Strata	Torrens	Community Title	Number of lots created
Development Consent number				Date of determination (DD/MM/YYYY)
Complying Development Certificate number				Date of issue (DD/MM/YYYY)

Lodgement information

Have you included the following information as part of the application?

Please note that your application may not be processed without this information.

1. One original plan of subdivision prepared by a registered surveyor
2. One original copy of the Administration Sheet of the Deposited Plan.
3. One original Section 88B instrument setting out terms of easements, restrictions or Covenants (if applicable).
4. One copy of the Section 50 Certificate issued by Hunter Water Corporation.
5. One copy of the Community Management or Precinct Plan – in the case of Community Title subdivision.
6. Evidence that the conditions of consent have been complied with (where applicable), including a summary report on how each condition has been addressed.
7. Evidence that any relevant Section 94 Contributions have been paid.
8. For works involving subdivision works evidence that:
 - 8.1. The work has been completed
 - 8.2. Agreement has been reached with the relevant consent authority as to payment of the cost of the work and as to the time for carrying out the work, or
 - 8.3. Agreement has been reached with the relevant consent authority that satisfactory arrangements have been made with respect to the completion of work.
 - 8.4. The following items have been addressed (where necessary) and submitted:
 - i. Works as Executed drawings
 - ii. Geotechnical test results for materials and construction
 - iii. Maintenance Bond/Guarantee (if applicable)
9. For a subdivision that is the subject of an order of the Land and Environment Court under section 40 of the Lands and Environment Court Act 1979, evidence that required drainage easements have been dedicated to Port Stephens Council.
10. For Subdivision Certificates under State Environmental Planning Policy (Exempt & Complying Development Codes) 2008 SEPP – a summary of compliance with the SEPP.
11. For subdivisions over 10 lots and/or containing substantial public infrastructure works:
 - 11.1. Please provide a copy of the lot layout and road centre lines in .DWG or .DXF and in .PDF format.
 - 11.2. Please provide a copy of the previous Stage's (if applicable) Works as Executed Drawings in either .DWG or .DXF and in .PDF format (this must contain Road Centre Lines, Drainage, Kerb & Gutter, and Footpath information as a minimum).The dwg/dxf files supplied should be coordinated horizontally to GDA94 MGA56 and vertically to AHD with units of measure set to metres.

