

# SUBDIVISION CERTIFICATE APPLICATION

Made under the Environmental Planning and Assessment Act 1979 Division 6.4  
and the Strata Schemes Act 1973 Section 37



## LODGEMENT AND PAYMENT OF APPLICATION: You can lodge and pay for your application via:



**Council:** City of Canada Bay Civic Centre, 1A Marlborough Street, Drummoyne  
8.30am-4pm, Monday-Friday – **Payment by CASH, CHEQUE OR CARD**



**Mail:** City of Canada Bay, Locked Bag 1470, Drummoyne NSW 1470 – **Payment by CHEQUE ONLY**

**Please note:** Your application will **NOT** be processed until **FULL** payment has been received.  
If paying by CREDIT CARD, an additional 1.0% processing fee will apply.  
If paying by AMEX CARD, an additional 1.0% processing fee will apply.

### Office Use

Fee Paid: \$

Receipt No:

Date:

Application Number:

CSO:

## Applicant Details

Name(s):			
Address:	Unit no:	House no:	
Street:			
Suburb:		Postcode:	
Business hours:	Phone:	Phone (m):	
Email:			

## Consent of ALL Owner(s)

### Owner 1

### Owner 2

Company name: (if applicable)			
ABN/ACN: (if applicable)			
Name:			
Position: (must be Director of Company listed as owner)			
Phone:			
Signature:			

The written consent (originals only - no photocopies) of all owners **MUST** be provided. If above space is insufficient, attach a separate document/s to this form with each additional owner's consent stating they are a registered owner of the property and that they grant their consent to the lodgement of the development application.

**NOTE 1:** Works to properties within a Strata Plan also require the written consent of the Owners' Corporation under the Strata Seal.

**NOTE 2:** Proposed works to properties located within Community Title Estates (e.g. Liberty Grove and Cape Cabarita) are affected by Community Management Schemes which may require the written consent of the Executive Committee of the relevant Community Association. This includes Torrens Title, Strata Title and neighbourhood lots within a community Title Estate You should refer to the Community Management Scheme Statement for further details and contact your Community Association.

## Property Details

Address:	Unit No:	House No:	
Street:			
Suburb:		Postcode:	
Lot:	DP:	SP:	Sec:

## Description of Development

<input type="checkbox"/> Strata	<input type="checkbox"/> Torrens	<input type="checkbox"/> Boundary Adjustment	<input type="checkbox"/> Neighbourhood
<input type="checkbox"/> Stratum	<input type="checkbox"/> Community	<input type="checkbox"/> Other	
Description of Subdivision Approved:			
Number of new Lots:			

## DA & CC Details

DA/CDC Number:	<input type="text"/>	Approval Date:	<input type="text"/>
CC Number:	<input type="text"/>	Approval Date:	<input type="text"/>
Determined by (e.g. Private Certifier or Council):			

Applicant (please tick)	Item	Copies	CSO
<b>ALWAYS REQUIRED</b>			
<input type="checkbox"/>	Original plan of subdivision prepared by a registered surveyor rolled and stored in a mailing tube (no staples or folding)	1	
<input type="checkbox"/>	Copy of original plan of subdivision stapled and folded to A4 size	4	
<input type="checkbox"/>	Any associated documentation (e.g. S88B Instrument) (Note: checking fee may apply)	1	
<input type="checkbox"/>	Relevant development consent or complying development certificate	1	
<input type="checkbox"/>	Detailed subdivision engineering plans endorsed with a construction certificate (where applicable)	1	
<input type="checkbox"/>	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	1	
<input type="checkbox"/>	Evidence that the applicant has complied with all conditions of consent, that it is required to comply with before a subdivision certificate can be issued (where applicable)	1	
<input type="checkbox"/>	A certificate of compliance from the relevant water supply authority (where applicable). Please <b>Note: Council must sight the original certificate. CSO sighted (please tick box)</b> <input type="checkbox"/>	1	
<input type="checkbox"/>	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.	1	
<input type="checkbox"/>	For subdivision involving subdivision works evidence that:		
<input type="checkbox"/>	The work has been completed; or	1	
<input type="checkbox"/>	Agreement reached with the relevant consent authority regarding payment of the cost or work or as to the time for carrying out the work; or	1	
<input type="checkbox"/>	Security given to the consent authority with respect to the completion of work.	1	

## Applicant Signature

Signature:	<input type="text"/>	Date:	<input type="text"/>
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## Customer Service Officer Signature

Signature:	<input type="text"/>	Date:	<input type="text"/>
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