

## Subdivision Works Certificate Application

*made under the Environment Planning & Assessment Act 1979  
Sections 6.13 & 6.14*

### FEES & CHARGES

SWC No.	<input type="text"/>	Assessment No.	<input type="text"/>	Receipt No.	<input type="text"/>	Date	<input type="text"/>
Lodgement	<input type="text"/>	Long Service Levy	<input type="text"/>				
<small>Job No: 1410-1130</small>		<small>Job No: 9915-5750</small>					
Would you like a copy of the receipt? <input type="checkbox"/> Yes <input type="checkbox"/> No							

### PART A – TYPE OF APPLICATION

<input type="checkbox"/> NEW Subdivision Works Certificate	<input type="checkbox"/> AMENDED Subdivision Works Certificate
If you are applying for an amendment, please state original application number <input type="text"/>	

### PART B – APPLICANT / OWNER'S DETAILS

**NOTE:** The application for Subdivision Works Certificate must be made by the person having the benefit of the consent i.e. the owner of the property

Name/s	<input type="text"/>		
Company Name (if applicable)	<input type="text"/>		
Postal Address	<input type="text"/>		
Contact No.	<input type="text"/>	Alternate No.	<input type="text"/>
Email	<input type="text"/>		

Do you agree to receive correspondence via email? ☐ Yes ☐ No

I apply for approval to carry out the subdivision works as described in this application. I declare that all the information in this application is to the best of my knowledge, true and correct.

As owner/s of the land to which this application relates to, I/we consent to carry out the subdivision works as described in this application. I/we also authorise:

- Council representatives to enter the property for the purpose of site inspections;
- Council to make copies of all the documents for the purpose of determining the application or to people who may be affected by the proposal

Note:

- If more than one owner every owner must sign.
- If you are signing on the owner's behalf as their legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. power of attorney, executor, trustee, company director).
- If the owner is a company, a current ASIC extract must be supplied as documentary evidence and application must be signed by all directors.

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

### PART C - PROPERTY DETAILS

Lot / Section / DP Numbers can be found on the Rates Notice or Certificate of Title for the land.

Street No.

Street Name

Town/Locality

Postcode

Lot No/s

Section

DP No/s

### PART D – DEVELOPMENT CONSENT DETAILS

DA No.

Date Approved

BCA Classification

Description of approved works

### PART E – DEVELOPMENT DETAILS

Detailed description of proposed work

Estimated Cost of Development

\$

### PART F – PRINCIPAL CERTIFYING AUTHORITY (PCA)

Note: Only the person having the benefit of the subdivision works certificate (i.e. the owner or in the case of a company an authorised representative of the company) may appoint a principal certifying authority.

☐

I agree for Wentworth Shire Council to undertake the role of PCA for this development. As such Wentworth Shire Council Officers will inspect the building work.

### PART G – SUPPORTING INFORMATION

To enable assessment of your application, Council requires 2 copies of the following supporting information. Please note, if the information is not provided this may lead to your application be delayed or rejected. See Part G of the Notes for further information on the plan requirements.

☐

Two Copies of the Civil Plans

☐

Contract Agreement for the Performance of Certification Work – *refer Attachment A*

Please note: further information may be required once the documentation has been assessed by Council's Subdivision Officer.

### Privacy and Personal Information Protection Notice

The personal information provided on this form is collected by Wentworth Shire Council for the purposes of processing this application by Council Employees and other authorised persons. This form will be stored within Council's record management system and may be available for public access and/or disclosure under various NSW Government legislation.

## Subdivision Works Certificate Application

Notes for completing Subdivision Works Certificate Application

### FEES & CHARGES

There are four fees that are payable on lodgement of this application. These are:

- **Lodgement Fee** – This is a fee charged by Council that is set by the NSW Government, which is aimed at covering a portion of Council's costs for the processing of the application.
- **Long Service Levy** - This is a levy on building and construction work in NSW costing \$25,000 and above. The levy is paid into a fund administered by the Long Service Corporation, and from this fund, the Corporation makes long service payments to building and construction workers. For further information, or to calculate your fee visit <http://www.longservice.nsw.gov.au>.
- **Supervision Fee** – This is a fee charged by Council for supervision of the engineering civil/drainage works as per the approved engineering civil/drainage plans submitted to Council.
- **Infrastructure Protection Bond Fee** – This is a fee charged by Council to cover any damage done to the road, kerb, gutter, nature strip, drains and other services. Any damage attributed to removal/demolition or construction works which is not reinstated at the end of the building process will be carried out at the owner's expense and withdrawn from the infrastructure bond and the balance refunded.

A schedule of fees are available on the Wentworth Shire website under the Council Business Tab. Alternatively you can call Council's Roads & Engineering Division on 03 5027 5027.

### PART A – TYPE OF APPLICATION

This section asks you to select the type of application you wish to apply for.

### PART B – APPLICANT / OWNER'S DETAILS

Only the beneficiary of the consent can apply for a Subdivision Works Certificate, which in most cases would be the rated owner of the land. The owner of the land is generally the people / company listed on the Title to the Land. All owners listed on the title must sign the application form giving consent to the proposed development / building works. If there is not enough room, please attach a separate document.

If the owner is a Company / partnership etc, then evidence of role of signatories is to be supplied in the form of a Company Extract from the ASIC website.

### PART C – PROPERTY DETAILS

This section asks you to provide details on the land where the development / building work is to be situated. These details are available on your rates notice or a Certificate of Title. NOTE: Not all properties have a section number.

### PART D – DEVELOPMENT CONSENT DETAILS

Before you get to the Subdivision Works Certificate, you would've already applied for a Development Application (DA). Provide the Development Application Number (DA No.), date approved and BCA Classification of your approved Development. These details are available on the Notice of Determination that was sent to you once your Development Application was approved.

### PART E – DEVELOPMENT DETAILS

Provide a detailed description of your proposal including any details such as building works, earthworks and any demolition work to be carried out. If there is not enough room, please attach a separate document.

The cost of the project should include but not limited to building construction, building materials, landscaping, drainage, fencing, labour and drainage but not include the cost of the land.

## PART F – PRINCIPAL CERTIFYING AUTHORITY (PCA)

The role of a PCA is to ensure that the development is carried out in accordance with the approved plans, specifications and conditions listed on the approvals.

## PART G – SUPPORTING INFORMATION

☐ Civil plans have been prepared by a suitably qualified professional Engineer.

### INFORMATION TO BE SHOWN ON PLANS

- Property Boundaries.
- Street names.
- North point.
- Levels to Australian Height Datum (AHD).
- Existing and design contours at 0.1m intervals for flat sites and 0.2m on other sites. Extending 10m into adjoining properties or as required for detail purposes.
- Benchmark to be indicated on plan.
- Site features e.g. trees, depressions.
- Boundary levels.
- Services within the public footway – where connection is proposed to Council's underground drainage system or a drainage pit, the exact location and depth is to be indicated.
- For a new pipeline to be constructed in the roadway, show depth and location of services within the roadway.
- Drainage easements within the property and adjoining properties.

### DESIGN INFORMATION

- Plans to be a suitable scale – 1:100 or 1:200.
- Designer's name and contact details are to be included on the plans.
- Final development layout.
- Proposed floor levels for new development to AHD (where minimum floor levels are set by development conditions).
- Drainage design layout with pipe sizes, grades and levels.
- Location, levels, dimensions and volume of on-site detention (where required).
- Proposed finished floor, garage and ground surface levels to AHD.
- Approved Legal Point of Discharge identified.
- Overland flow paths identified for flood prone sites.
- Evidence of documentation to be submitted to LPI NSW for registration of new drainage easements.
- For developments requiring Planning Permits, Tree Protection Zones (TPZ's) have to be shown on Civil Plans.