

# Subdivision Certificate Application

*made under the Environmental Planning & Assessment Act 1979 Section 6.15*

**OFFICE USE ONLY**

Application Fee:  Receipt No.  Date  Assessment No.   
Job No: 1410-1144

Would you like a copy of the receipt?  Yes  No

**PART A – APPLICANT’S DETAILS**

Name/s

Company Name (if applicable)

Postal Address

Contact No.  Alternate No.

Email

I declare that all the information in this application is to the best of my knowledge, true and correct.

Signature/s  Date

**PART B – OWNER’S DETAILS**

Details are the same as Part A – Applicant’s Details (Note: All owners are still required to sign the form)

Name/s

Company Name (if applicable)

Postal Address

Contact No.  Alternate No.

Email

I/we the owner/s of the above property apply to Wentworth Shire Council for a subdivision certificate for subdivision of the above mentioned property. 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.

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).

Name  Signature  Date

Name  Signature  Date

Name  Signature  Date

Name  Signature  Date

### 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 DETAILS

Development Consent No.

Date of Determination

Description of Development

Subdivision Works Certificate No.

Date of Issue

### PART E – SUPPORTING INFORMATION

To enable the subdivision certificate to be issued, Council requires the following information to be attached. Please note that if the information is not provided this may lead to your application being rejected or delayed.

- Signed contract for certification work.
- Six copies of the plan of subdivision prepared by a licensed surveyor.
- Relevant development consent or complying development certificate if not issued by Council.
- Relevant construction certificate if not issued by Council.
- Evidence that the applicant has complied with all conditions of the relevant consent.
- Detailed subdivision engineering plans endorsed with a construction certificate (where applicable).
- A certificate of compliance from the relevant water supply authority (where applicable).
- For subdivision involving construction works evidence that:
  - The work has been completed, or
  - Agreement reached with the relevant consent authority regarding payment of the cost of work or as to the time for carrying out the work, or
  - Security given to the consent authority with respect to the completion of the work.

### 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.