

Lodgement Please check that your application contains all the information listed in the table, and complete the column titled 'Checklist – Applicant'. All information required by the checklist **must** be submitted with your application.

APPLICATION FOR COUNCIL ENDORSEMENT OF PLANS EXEMPT FROM SUBDIVISION CERTIFICATE, SECTION 88B INSTRUMENT OR SECTION 88(E)3 INSTRUMENTS FOR PRIVATELY CERTIFIED DEVELOPMENTS		Checklist	
		Applicant Y/N/NA	Office Use
Email Soft Copy Application			
1	Has all documentation been submitted in PDF format as individual files (no folders) via email?		
2	Has the naming convention been used to name all documentation submitted? (see attached naming convention)		
Deposited Plan			
3	Has a soft copy of the Deposited Plan been submitted?		
Plan Form 6 – Deposited Plan Administration Sheet			
4	Has a soft copy of the Administration sheet signed and dated by a registered surveyor been submitted?		
Section 88B Instrument (if applicable)			
5	Has a soft copy of the Section 88B Instrument been submitted? Council's signature sheet must be in accordance with the requirements of the NSW Land Registry Service. Refer to circular No.2016/10 on the LPI's website http://www.nswlrs.gov.au/publications/nswlrs_circulars_list?id=208179		
Section 88(E)3 Instrument (if applicable)			
6	Has a soft copy of the Section 88(E)3 Instrument been submitted? Council's signature sheet must be in accordance with the requirements of the Land & Property Information Office. Refer to circular No.2016/10 on the LPI's website http://www.lpi.nsw.gov.au/publications/lpi_circulars_list?id=208179		
Fees and Payment			
7	Application fees apply. Current fees are set out in our Goods and Services Pricing Schedule available at www.blacktown.nsw.gov.au or on request. We will not process your application until fees are paid.		
Exempt Boundary Adjustment – Cover Letter – provide supporting evidence			
8	Has a cover letter that clearly sets out the section(s) of the relevant legislation that provides for the exemption been provided?		
9	Have all the relevant sections on this form been completed?		
Statements – provide supporting evidence			
10	Statement from the Accredited Certifier who issued the Construction Certificate includes the Onsite Detention System and/, or Water Sensitive Urban Design, as listed at question 5.		
11	Statement from surveyor/applicant that standard recital from Councils Engineering Guide for Development has been used.		
Maintenance Schedule – Cover Letter – provide supporting evidence			
12	Copy of Maintenance Schedule is provided – signed and dated by designer		

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		Applicant Y/N/NA	Office Use
Hard Copy Documents required for endorsement Note: these documents will be requested once all conditions of consent have been satisfied.			
Deposited Plan			
1	Has an original plus one copy of the Deposited Plan been submitted?		
Plan Form 6 – Deposited Plan Administration Sheet			
2	Has an original Administration sheet signed and dated by a registered surveyor been submitted?		
Section 88B Instrument (if applicable)			
3	Has an original Section 88B Instrument been submitted? Council's signature sheet must be in accordance with the requirements of the NSW Land Registry Services. Refer to circular No.2016/10 on the NSW LRS's website: http://www.nswlrs.com.au/publications/nswlrs_circulars_list		
Section 88(E)3 Instrument (if applicable)			
4	Has an original Section 88(E)3 Instrument been submitted? Council's signature sheet must be in accordance with the requirements of the NSW Land Registry Services. Refer to circular No.2016/10 on the NSW LRS's website: http://www.nswlrs.com.au/publications/nswlrs_circulars_list		
Your declaration			
<p>I/we declare to the best of my/our knowledge and belief, that the particulars stated on this checklist are correct in every detail and that the information required has been supplied. Any information that has not been supplied at the time of lodgment will be submitted at a later date.</p> <p>Applicant's name(s):</p> <p>(Please print)</p> <p>.....</p> <p>Applicant's signature:</p>			
Your privacy	The supply of personal information is legally required and will assist Council officers in assessing your application. Failure to supply the information may result in delays or rejection. The personal information provided in this application may be inspected by a person under various legislation which provides that a person who has inspected a document may also request and be provided with a copy of that document.		



Application Naming Convention

To be used to name all documentation.

Introduction Providing electronic files allows us to upload application details onto our system which speeds up the assessment process while providing better quality images for viewing by Council staff.

Lodgement All documents must be supplied electronically in portable document format (PDF). Documents should not be placed into individual folders or exceed 50MB. Electronic documents provided to Council should be named as per the naming convention outlined below, capturing the relevant property address and applicant name for your application.

Document Type	Electronic Document Title
Application Form	Application Form – Property Address – Applicant Surname or Company Name
Deposited Plan	Deposited Plan – Property Address – Applicant Surname or Company Name
Cover Letter	Cover Letter – Property Address – Applicant Surname or Company Name
Deposited Plan Administration Sheet	Deposited Plan Administration Sheet – Property Address – Applicant Surname or Company Name
Maintenance Schedule	Maintenance Schedule – Property Address – Applicant Surname or Company Name
Statement from Certifier	Statement from Certifier – Property Address – Applicant Surname or Company Name
Statement of Standard Recital	Statement of Standard Recital – Property Address – Applicant Surname or Company Name
Strata Plan	Strata Plan – Property Address – Applicant Surname or Company Name
Strata Plan Administration Sheet	Strata Plan Administration Sheet – Property Address – Applicant Surname or Company Name
Section 88B Instrument	Section 88B Instrument – Property Address – Applicant Surname or Company Name
Section 88E Instrument	Section 88E Instrument – Property Address – Applicant Surname or Company Name

Example: Application Form – 62 Flushcombe Rd Blacktown – XYZ Pty Ltd