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Application form – Council endorsement of Subdivision Certificate

1. Council reference number – DA _____ CC _____

2. Type of subdivision (please tick)

Torrens title

Community title

Strata title

Stratum title

3. Primary land/property description (as per the description on the Deposited Plan)

Lot _____ Section _____ DP _____

Address _____

4. Other affected land/property description (as per the description on the Deposited Plan)

Lot _____ Section _____ DP _____

Address _____

5. Applicant's details

Full name _____

Address _____

Phone _____ Mobile _____

Fax _____ Email _____

Applicant's signature _____ Date _____

6. Owner's Consent (all owners must sign) If insufficient space, please attach a separate consent.

Full Name _____

Address _____

Phone _____ Mobile _____

Fax _____ Email _____

Owner's Signature _____ Date _____

7. Number of lots

Type	Residential	Commercial	Industrial	Residue	Total
Number of Lots					

Note: When endorsed the Subdivision Certificate will be returned to the applicant nominated above or an authorised representative ONLY.

Privacy Note: Personal information you have provided in this Application will be utilised and stored for the purposes of processing this Application and will be viewed by relevant Council staff only.



Subdivision Certificate Application Checklist (for use on subdivisions > 2 lots)

To be submitted with a Subdivision Certificate application form.

Introduction The following checklist will help you prepare and lodge a Subdivision Certificate application. Please check that your application contains **all** the information listed in the table below, complete the column titled 'Checklist – Applicant' and include this form with your application to Council. **Incomplete applications will not be accepted.**

Lodgement All information required by the checklist must be submitted with your Subdivision Certificate application form. Please refer to the conditions of consent for additional documentation that is required to be lodged. A Subdivision Certificate will not be issued until all conditions of the consent have been met.

Subdivision Certificate application		Checklist	
		Applicant Y/N/NA	Office Use
1. Electronic disc or memory stick			
	Has all documentation been submitted in PDF format as individual files (no folders) on a disc or memory stick?		
	Has the naming convention been used to name all documentation on the disc or memory stick (see attached naming convention – pages 4-6)		
2. Deposited Plan / Strata Plan			
	Has a soft copy of the draft deposited plan been submitted with the application?		
3. Plan Form 6 – Deposited Plan / Strata Plan Administration Sheet			
	Has a soft copy of administration sheet been submitted? Note: Is the administration sheet signed and dated by a registered surveyor?		
4. Section 88B Instrument (if applicable)			
	Has a soft copy of Section 88B Instrument been submitted? Note: Is Council's signature sheet in accordance with the requirements of the NSW Land Registry Service? Refer to circular No.2016/10 on the LPI's website the http://www.nswlrs.gov.au/publications/nswlrs_circulars_list?id=208179		
5. Community Management Statement (if applicable)			
	Has a soft copy of the community management or neighbourhood statement been submitted?		
6. Development Consent Conditions			
	Has a copy of the Development Consent (and any modifications) been notated indicating compliance against the "prior to subdivision certificate conditions".		

Subdivision Certificate application		Checklist	
		Applicant Y/N/NA	Office Use
7. Works-As-Executed plans (if applicable)			
	Have they been submitted on a copy of the <u>original stamped construction certificate plans</u> ? Soft and hardcopy required. Note: the WAE documentation shall satisfy the requirements of Council's Engineering Guide for Development (see sections 1.16, 1.7, 2.25.1). Council's standard certificate shall be appended to each sheet as per item (f) 2.25.1 of Engineering Guide for Development.		
8. Hydraulic Certificate			
	Has the design engineer assessed the Works-As-Executed plans and certified that the as built system will function in accordance with the design, and a copy of the certificate been submitted?		
9. Structural Certification			
	Has certification for all structural components of the development been submitted? Note: As-built Certification must be prepared by a NER Registered Engineer. This shall include but not be limited to all non-standard pits, pits greater than 2 m in depth and all structural retaining walls (i.e. over 600 mm in height).		
10. Geotechnical and associated reports (see naming convention for required naming)			
	a) Pavement density testing certificates		
	b) Lot fill diagram		
	c) Compaction certificates (for fill on road and lots)		
	d) Road material compliance certificates (e.g. certified stockpiles)		
	e) Pavement depth records		
	f) Soil classification report		
	g) Salinity report		
	h) Final site contamination validation report		
11. Final inspection			
	Has a final inspection of the subdivision been carried out (date - _____)?		
12. CCTV			
	Has the CCTV report been submitted (video record and PDF report) for all road stormwater drainage structures required by the consent?		

Subdivision Certificate application		Checklist	
		Applicant Y/N/NA	Office Use
Matters below will delay the approval process if not provided, however SC application may be submitted			
13. Securities/guarantees/contributions			
	a) Have the relevant securities (bonds) and guarantees been paid (e.g. path paving/final AC layer)?		
	b) Special Infrastructure Contribution (SIC) - Certificate of Payment		
	c) Section 7.11 Contributions - Please provide copy of receipt		
14. Other authority clearances			
	a) Section 73 Certificate (Original to be sighted by Council)		
	b) Telstra/Telecommunications clearance		
	c) Energy Notification of Arrangements		
15. Contaminated Land			
	Is the land subject to a Management Order under s59 of the Contaminated Land Management Act 1997? If yes, provide documentation.		
	Is the land subject to an approved voluntary management proposal within the meaning of the Contaminated Land Management Act 1997? If yes, provide documentation.		
	Is the land the subject of an ongoing maintenance order within the meaning of the Contaminated Land Management Act 1997? If yes, provide documentation.		
	Is the land the subject of a site audit statement within the meaning of the Contaminated Land Management Act 1997? If yes, provide documentation.		
16. Other authority clearances			
	Have Vehicle Crossing Applications been submitted? If yes, please provide a copy of the final inspection		
	Endeavour Energy electrical reticulation plan showing all new columns installed during development		



Your declaration	Applicants should be aware that a Subdivision Certificate will not be issued until all conditions of consent have been satisfied.
<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 lodgement 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.

CREDIT CARD AUTHORITY
 Mastercard & Visa only accepted

Please charge my MASTERCARD VISA
 with the amount of \$.....

Credit Card Number:
 | | | | | | | | | | | | | | | |

Expiry Date on Card | | | |

Name as printed on card

Signature of cardholder



Subdivision Certificate application naming convention

To be used to name all documentation on the disc or memory stick.

Introduction

All Subdivision Certificate applications must be accompanied by a disc or memory stick with electronic files containing all documentation. This requirement also applies to additional or amended information during the assessment process. 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.

Required Electronic Document Title

Document name - Address – Applicant Surname or Company Name
 e.g. *Deposited Plan – Lot 2 Smith Street, Marsden Park – Company X*

Document Name

- Subdivision Certificate Application Form
- Deposited Plan
- Deposited Plan Administration Sheet
- Strata Plan
- Strata Plan Administration Sheet
- Section 88B Instrument
- Section 73 Certificate
- Energy Notification of Arrangement
- Telecommunications Network Infrastructure Application Advice Letter
- NBN Clearance Letter
- RMS Compliance Certificate
- Street Tree Plan
- Community Management Statement
- Final Site Contamination Validation Report
- DPE Special Infrastructure Contribution - Certificate of Payment
- Archaeological Report
- Attendant Aboriginal Heritage Report
- Aboriginal Heritage Impact Permit
- Extensive Search Site Record Spread Sheet
- Extensive Search Site Record Map
- Work-As-Executed plan
- Finished Floor Level Surveying Certificate
- Finished Surface Level Surveying Certificate
- Pier and Beam Footing Surveying Certificate
- Drainage Easement Surveying Certificate
- Constructed OSD Hydraulic Compliance Certificate
- Constructed OSD Structural Compliance Certificate

Document Name

- Constructed Water Quality Hydraulic Compliance Certificate
- Other Structural Certificate
- Fill Road Reserve Compaction Certificate
- Fill Lots Geotechnical Compaction Certificate
- Road Sub-grade Geotechnical Reports
- Road Pavement Materials Geotechnical Reports
- Contour Lot Fill Diagram
- Road Material Suppliers Compliance Certificates
- Pavement Report
- Pavement Approval Letter
- Pavement Depth Record Sheet
- Final Inspection Compliance Certificates
- AC Contribution
- Maintenance Bond
- Path Paving Bond
- Path Paving Contribution
- Other Bonds & Contributions
- CCTV Report
- Fire Safety Certificate
- Hydraulics Layout
- Waste Tipping Receipts
- Site Classification Report
- Salinity Management Plan
- Geotechnical Report
- Vegetation Management Plan
- Flora/Fauna Report
- Final Occupation Certificate
- Survey Plan