

# Subdivision Certificate application



Greater Taree  
City Council

## Subdivision Certificate

Under Sections 109C (1)(d) of the Environmental Planning and Assessment Act 1979

or

## Strata Subdivision

Under the Strata Schemes (Freehold Development) Act 1973 or

under the Strata Schemes (Leasehold Development) Act 1986

## How to complete this form

- 1: Refer to Council's Subdivision Certificate Preparation and Lodgement Guide.
- 2: Ensure that all fields have been filled out correctly.
- 3: Please note that fields on this form marked with an \* are mandatory and must be completed before submitting the application.
- 4: Once completed you can submit this form by mail or in person.

### Part 1: Site Details

Address Number\*

Street Name\*

Building Name (if known)

Suburb \*

Lot Number

DP/SP

Title

### Part 2: Applicant Details

Title

Given Name/s\*

Family Name\*

Organisation Name

Address\*

Home Number

Business Number

Mobile Number

Fax Number

Email Address

### Office Use Only

SC Number

Total Fees Paid

Receipt Number

Date

Lodged via Post

Lodged in person

Customer Service Officer Initials

### Part 3: Registered Owner(s) Details

Title	Given Name/s*	Family Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organisation/Company Name* (if applicable)		ABN/ACN* (if applicable)
<input type="text"/>		<input type="text"/>
Address*		
<input type="text"/>		
Home Number	Business Number	Mobile Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax Number	Email Address	
<input type="text"/>	<input type="text"/>	

### Part 4: Description of Subdivision

Type of subdivision (tick as applicable)

Torrens Title  Strata Title  Community Title

(Please provide answers in the applicable spaces below)

Please provide a detailed description of subdivision (eg; boundary adjustment, number of lots).

#### Development Consent Details (if development consent was required)

Development Consent/Complying Development Number

Date of Determination

Where the development consent was approved in stages please nominate the stage to which this application applies

Stage (if applicable)

Exempt Development (Please tick applicable)

- SEPP - Exempt & Complying Development Codes  
 Greater Taree Local Environmental Plan 2010

Please provide details of how you have met the exempt requirements below

## Part 5: Application Declaration and Checklist

### Please tick:

1. I have obtained owners consent.
2. I have provided three copies of the Subdivision Plan as well as the Deposited Plan/Strata Plan Administration Sheet.
3. I have provided evidence that the Development Application Consent has been complied with (where applicable).
4. I have provided a copy of the Section 88 Instrument (if applicable).
5. I have provided a schedule of the unit, suite or shop number assigned to each lot (for Strata Subdivison only).
6. I have provided proposed street numbering and street name/s

I declare that all the information I have provided is true and correct.

Applicant Signature\*

Date

## Part 6: Registered Owner(s) Consent

As the registered owner(s) of the above property, I/We give consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I/ we accept that all communication regarding this application will be through the nominated applicant.

### Registered Owner(s) Signature(s)

Registered Owner Name\* (please print)

Position

Signature\*

Date\*

Registered Owner Name (please print)

Position

Signature

Date

## How to lodge this form

Completed form can be:


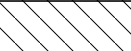
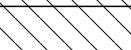
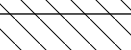
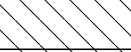
- Emailed to [tareecouncil@gtcc.nsw.gov.au](mailto:tareecouncil@gtcc.nsw.gov.au) with attached supporting documents as required. Payment by credit card or EFT can be arranged; or
- Forwarded by post with payment; or
- Lodged at our Customer Service Counter between 8:30am & 4:30pm Monday to Friday (excluding Public Holidays).

**Privacy Notice:** Under Privacy laws, you have the right to find out why we are collecting this information, if it is compulsory and what we are going to do with it. You also have rights to access and correct any information held about you. If you need an interpreter, call 131 450

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[www.gtcc.nsw.gov.au](http://www.gtcc.nsw.gov.au)

## SUBDIVISION CERTIFICATE CHECKLIST

Where an application seeks the issuing of a Subdivision Certificate the following information **MUST** be provided **where applicable**.

ARE THE FOLLOWING INCLUDED?	YES	N/A
Property details provided	<input type="checkbox"/>	
Applicants details and signatures	<input type="checkbox"/>	
Application fees	<input type="checkbox"/>	
Original linen plans & DP Administration Sheet plus 3 copies <b>**Administration sheet needs to include proposed street numbering</b>	<input type="checkbox"/>	
Development consent condition compliance report. (Please provide details of how you have met each condition) *see note	<input type="checkbox"/>	
Section 94 contribution fees per consent notice (or indexed where applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Original Section 88B instrument plus 2 copies. (Where the creation or release of easements, profit a' prendre or restrictions on use of land are proposed).	<input type="checkbox"/>	<input type="checkbox"/>
Work-as-executed plans including certification as required (including electronic copy)	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Bonds & Bond Admin Fee	<input type="checkbox"/>	<input type="checkbox"/>
Electricity service notice of arrangement (Essential Energy).	<input type="checkbox"/>	<input type="checkbox"/>
Telephone service provisioning certificate (Telstra).	<input type="checkbox"/>	<input type="checkbox"/>
Water and sewerage supply certificate of compliance (MidCoast Water).	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical reports for lot fill/other land fill/general earthworks	<input type="checkbox"/>	<input type="checkbox"/>
Neighbourhood Management Statement (copy only) for Community, Precinct and Neighbourhood Schemes).	<input type="checkbox"/>	<input type="checkbox"/>
Neighbourhood Development Contract (signed original document) (for Neighbourhood Schemes (optional with Community and Precinct Schemes).	<input type="checkbox"/>	<input type="checkbox"/>

**\* The Compliance Report MUST address each individual condition in Consent order.  
Where a consent condition is not relevant to the Subdivision Certificate please indicate 'not relevant'.  
Where a condition is relevant to the Subdivision Certificate, please indicate how it has been complied with.**