



SUBDIVISION CERTIFICATE APPLICATION FORM

Made under the Environmental Planning and Assessment Act 1979, Section 109c(1)(d)

Revision No. 16-5-2018

OFFICE USE ONLY	
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Date:	
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Sub Cert No:	Parcel No:
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INFORMATION FOR APPLICANT

The following information must accompany an application:

- Original plan of subdivision prepared by a registered surveyor and 5 copies of the original plan.
- The plan of subdivision is to include nominated house numbering that has been supplied by Council and where required by Conditions of Consent.
- Relevant Development Consent or Complying Development Certificate (if not approved by Council).
- Detailed subdivision engineering plans endorsed with a Construction Certificate (where applicable).
- For a Deferred Commencement Consent, evidence that the applicant has satisfied the consent authority on all matters which it must be satisfied of before the consent can operate.
- Evidence that the applicant has complied with all conditions of consent that it is required to comply with before a Subdivision Certificate can be issued (where applicable). Detail each Condition of Consent's compliance. The Conditions of Consent are used as a checklist.
- A certificate of compliance from the relevant water supply authority (where applicable).
- If a subdivision is the subject of an order of the Land and Environment Court under Section 40 of the Land and Environment Court Act 1979, evidence that required drainage easements have been acquired by the relevant Council.
- For subdivision involving subdivision works, evidence that:-
 - The work has been completed, Works-As-Executed plans prepared by a registered surveyor, 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.

DETAILS OF CURRENT DEVELOPMENT APPROVAL *Please complete applicable details*

Development Consent Number	8 / ___ / ___ / ___ <small>(e.g 8 / 2000 / 100 / 1)</small>	Date Determined	___ / ___ / ___
Complying Development Certificate Number	9 / ___ / ___ / ___ <small>(e.g 9 / 2000 / 100 / 1)</small>	Date Issued	___ / ___ / ___
Construction Certificate Number	10 / ___ / ___ / ___ <small>(e.g 10 / 2000 / 100 / 1)</small>	Date Issued	___ / ___ / ___

PROPERTY DETAILS

Unit No	House No	Street
Suburb	Site Area m ²	
Lot(s)	Section	Deposited Plan (DP)
Other	Strata Plan (SP)	

Note: A description of the land to be developed may be given in the form of a map/maps which contain details of the lot number/s, Deposited Plan number/s etc.

APPLICANT DETAILS

Name	Company		
Postal Address	PO Box	Telephone	
Suburb	State	Postcode	Mobile
Email	Customer Reference		

DESCRIPTION OF DEVELOPMENT

Please describe the details of the Subdivision Approved (Boundary adjustment, number of lots, etc).

Details

ENTRY ONTO LAND

You are advised that access to your property may be required by Authorised Officers of Council in order for them to process your application and determine compliance with any consent that may be issued. By the submission of this application, or by authorising its submission by another person/s, it is taken that you are giving approval of entry to your premises to Council staff. Access may be made in your absence. Should access be required, staff may make contact with you beforehand to make the necessary arrangements. See Section 118A of the Environmental Planning & Assessment Act for further details.

PART 2 – DECLARATION

OWNER(S) DETAILS AND CONSENT

Name(s)		Company	
		Position Title	
Postal Address		PO Box	Telephone
Suburb	State	Postcode	Mobile

I/We the undersigned are the owner(s) of the property described in this application and consent to its lodgement. I/We hereby permit a duly authorised officer of Cessnock City Council to enter the land or premises to carry out inspections and undertake work as required for the administration of the Act(s), Regulations or Planning Instrument.

Signature(s)

Name of Person(s) signing *(Please print)*

<i>Please indicate by 'X'</i>	Private Land Owner	Sole Director	Director, Secretary & Company Seal
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Note: All owner(s) of the land, the subject of this application, must sign this form. If you are not the owner of the land, you must have all the owners sign the application.

Note: If signing on the owner's behalf, please state your legal authority and provide documentary evidence (e.g., copy of power of attorney, trust deed etc).

Note: In the case of land that is the subject of a strata scheme under the [Strata Schemes \(Freehold Development\) Act 1973](#) or the [Strata Schemes \(Leasehold Development\) Act 1986](#), the owners corporation for that scheme must be constituted under the [Strata Schemes Management Act 1996](#). A development application for a lot in a strata plan does not require the consent of the Body Corporate when that work does not affect any common property.

Note: In the case of land that is a community, precinct or neighbourhood parcel within the meaning of the [Community Land Development Act 1989](#), the association for the parcel must provide consent.

Note: If signing on behalf of a corporate body or company, the application should be signed by an authorised person under common seal and the position of that person in the corporate body or company must be stated on the form. Alternatively, the Common Seal is not required if two Directors or authorised persons sign the application form, or if you are a sole Director.

APPLICANT DECLARATION

I/We apply for approval to carry out the development or works described in this application. I/We declare that all the information in the application and checklist is, to the best of my/our knowledge, true and correct.

I/We also understand, pursuant to Clause 51 of the Environmental Planning and Assessment Regulations 2000, that if the information is incomplete, the application may be delayed, rejected, or refused without notice.

I/We give consent to Cessnock City Council to use the application, plans and documents, including designs, provided in support of this application for advertising and notification purposes.

Applicant(s) Name	Date
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Applicant(s) Signature

PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the Privacy and Personal Information Protection Act 1998. The supply of this information is not voluntary, as it is required by law in order to process your application/request. The intended recipients of the personal information are Officers within the Council, agents/contractor of the Council, and other statutory authorities. You may apply for access or amendment to your personal information held by Council. You may also request that Council suppresses your personal information from a public register. If you have any further enquiries concerning this matter, contact Council on (02) 4993 4100, or the Information and Privacy Commission 1800 472679 or email <mailto:ipcinfo@ipc.nsw.gov.au> or the website www.ipc.nsw.gov.au.

PART 3 – LODGEMENT INFORMATION

HOW TO LODGE YOUR APPLICATION

<p>Address the application to</p> <p>General Manager Cessnock City Council PO Box 152 CESSNOCK NSW 2325</p> <p>OR</p> <p>General Manager Cessnock City Council DX 21502 CESSNOCK</p> <p>Payment Method By mail - Cheque, Money Order or Credit Card (<i>complete the section below</i>)</p>	<p>Lodge in person (between 9am – 4.30pm) at Council’s Administration Building</p> <p>Cessnock City Council 62-78 Vincent Street CESSNOCK NSW</p> <p><i>You will need to spend some time with a Customer Service Officer when lodging your application. Typically you will require 30 minutes, however this may vary depending on the complexity of your application</i></p> <p>Payment Method In person - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS.</p>	<p>How to Contact Us Phone: (02) 4993 4100 Fax: (02) 4993 2500 Email: council@cessnock.nsw.gov.au www.cessnock.nsw.gov.au</p> <p>Office Hours 9am to 5pm Monday to Friday <i>*Payments are accepted until 4.30pm</i></p> <p>Duty Officers are available weekdays: Planning - 9am to 5pm Building - 9 to 10am & 1 to 5pm</p> <p>Fees Fees are calculated in accordance with Council’s adopted fees and charges.</p>
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If you require further information regarding this request, please contact Council’s Customer Service Centre on (02) 4993 4100.

Cessnock City Council takes the privacy and security of personal information very seriously. To eliminate the risk associated with Credit Cards, Council does not collect or store Credit Card information.

Credit Card payments are processed by Council’s Call Centre using a call in or call back facility. Customers are able to select their preferred option.

If you wish to make payment via Credit Card, please nominate your preferred telephone contact number for our Customer Service Team to contact you on.

Payment Contact Name:

Payment Contact Phone Number:

PART 4 - REFUND DETAILS

Name:	
Phone:	
ABN: (If Applicable)	
Address:	
BSB:	
Account No:	
Account Name:	
<p>I understand that any monies that are due for refund in relation to this application will be refunded by electronic means using the above mentioned details.</p>	
Signed:	
Date:	