



Application Guide

Cessnock City Council

Information for the Preparation and Submission of A Development Application, Construction Certificate and Subdivision Certificate For Subdivisions

Prior to reading this document you should acquaint yourself with the Development Application process. Please see the Building and Development Frequently Asked Questions page of Council's web site or read the brochure "*So you're considering building or developing in Cessnock City?*".

This Development Application Guide has been designed to assist you in the preparation and submission of a Applications for a subdivision. It is designed to help ensure that all relevant information is submitted so that your application can be assessed as quickly as possible.

A checklist is provided that must be signed and submitted with your application.

This Development Application Guide for Subdivision is believed to be a true and correct representation of extracts from Council's requirements in regard to the development of land. The information contained within this document is to be used only as a guideline and for further information you are advised to speak to one of Council's Customer Service Staff in the first instance or Council's Development Assessment Officers.

Frequently Asked Questions - Development Application

What is a Development Application and do I need one?

Cessnock City Council is the approval body for all development within the Cessnock City Local Government Area. This means that you must gain Council's approval before you proceed with a proposal. The process ensures that your proposal meets the community's standards for the area in which you are subdividing.

A Development Application is an application for Council to consider your proposal for development. The Application Form and accompanying documentation provide Council Officers with the information required to consider if your proposal meets the legislative and Council requirements.

Yes, you do need to submit a Development Application to Council if you wish to subdivide land. You will also require a Subdivision Certificate before you can register your subdivision with Land & Property Services with the Department of Lands.

My surveyor/consultant said they would do the paperwork? Do I need to do anything?

You will not need to complete an application form if your surveyor/consultant has agreed to complete and submit it on your behalf. You should still become familiar with the application process and the requirements to ensure that you haven't forgotten to consider all the requirements eg vegetation on site, bushfire, building envelopes. You should ensure that the plans and the other details submitted by your surveyor/consultant are what you want. All owners must sign the application form to verify that they consent to the application and provide the surveyor/consultant with an authority to act on your behalf.

What must I submit with my application?

When submitting your application you must have a completed application form, all required copies of plans and reports as set out in the *Development Application Document Checklist for Subdivisions* (attached to this guide) and a completed and signed checklist. **The checklist is attached to this application guide and must be completed, signed and submitted with your application form and documentation.**

Applicants are required to submit a Statement of Disclosure of Political Donations and Gifts if they have made a donation or gift to a Councillor or Council staff member in the two years prior to submitting the DA.

You are also obligated to submit to Council a Statement of Disclosure within 7 days of making a donation or gift up until the date that the Development Application is determined.

For more information regarding disclosures of Political Donations and Gifts and to obtain a Disclosure Form visit Council's website or Council's Customer Service Centre.

Can I submit an electronic copy of my documentation?

Council will still require a hard copy of your application as outlined in the Development Application Document Checklist for Subdivisions, however, you can also submit documentation electronically either on CD or via email throughout the assessment process, as well as on CD in conjunction with your initial application.

If you are intending on submitting electronic copies of plans please note that Council's preferred file format is TIF and, where practicable, ensuring the file size is under 10 megabytes.

How detailed do my plans have to be?

The requirements for your plans are specified in the Development Application Document Checklist for Subdivisions. Sample plans have been made available for you. These are available from Council's web site or from Council's Customer Service Centre.

What legislation am I to comply with?

You will need to comply with the requirements contained in Cessnock Development Control Plan—Chapter D.1 & Cessnock Local Environmental Plan and any other relevant DCP's or Acts eg Native Vegetation Act.

What is a DCP?

A Development Control Plan (DCP) is a document that contains planning controls that are specific to a particular area/subject within the Local Government Area. It provides detailed information on the scope of development and guidance to those wishing to subdivide land and submit a development application (eg minimum lot size and width, roads). Your surveyor or consultant must be aware of the relevant provisions of the applicable DCP's. A 149 Certificate will allow you to see what DCP's specifically apply to your property.

What's the minimum lot size I must comply with?

RURAL SUBDIVISION

Zone Description (From Cessnock Local Environmental plan 1989)	Minimum Area of an Allotment
Rural 1(a)	40 Hectares
Rural 1(v)	40 Hectares (see DCP 28)
Rural 1(c)	4,000 square metres (where connected to reticulated water)
Rural 1(c)	2 Hectares (other)
Rural 1(c2)	4 Hectares

Council's Draft LEP 2009 should also be referred to as the minimum lot size may vary once the Draft LEP 2009 is gazetted. The Draft LEP 2009 is available on Council's website at www.cessnock.nsw.gov.au.

If you do not comply with these requirements, you must lodge a State Environmental Planning Policy No. 1 objection to the development standard. You will need to contact Council's Duty Planner to ascertain the format required for a SEPP1 Objection.

RESIDENTIAL SUBDIVISION

Lots shall have a minimum area of 450m² (in Residential 2(a) and 2(b) zones) and "Battleaxe" or "Hatchet" shaped lots shall have a minimum usable area of 600m². (**NB** Dual occupancy development requires a minimum lot size of 600m² for detached development).

In calculating the area of a battleaxe or hatchet shaped allotment the access way is to be excluded. The area of an allotment effected by a "right of carriage" or private road shall also be excluded.

For more information refer to Cessnock Development Control Plan—Chapter D.1. If you do not comply with the minimum lot size requirements, you will need to ask for and justify the variation in the SoEE

INDUSTRIAL SUBDIVISION

There is no minimum lot size requirement for industrial zoned land. However, the minimum lot width of a lot shall be 30m at the building line.

COMMERCIAL SUBDIVISION

There is no minimum lot size or width for commercial zoned land.

What is a Council Policy?

Council also uses a policy framework to control development. Policies are used for very specific issues facing the community within Cessnock. Information on policies can be found by visiting Council's Customer Service Centre or Council's website. The applicability of any policy may not be determined until a thorough assessment of a development application is undertaken.

Can I stage my subdivision?

Yes you can. The details must be contained in the Statement of Environmental Effects and plans eg 3 lot subdivision in 2 stages, Stage 1—Lots 1 + residue, Stage 2—Lots 2 & 3.

Can I lodge a Development Application for subdivision on a proposed lot?

When lodging a Development Application on a proposed lot/s, a dealing number is now required to be submitted to Council with the Application. The dealing number is obtained from Land & Property Services when the Council endorsed plan of subdivision is lodged with them. However, the Subdivision Certificate will not be released from Council until the proposed lot/s have been registered.

Which subdivisions are exempt or complying development?

Under Cessnock Development Control Plan 2006—Chapter B.1 Torrens Titled Subdivisions for dual occupancy development are classified as exempt development when the proposal complies with Cessnock DCP—Chapter D.1, all fees have been paid and the subject land is not located in an environmentally sensitive area. Therefore, consent from Council is not required. However, a Subdivision Certificate must be lodged with Council.

Under the Cessnock DCP, Strata Titled Subdivisions for constructed dual occupancy and residential unit developments are classified as exempt development only when they comply with the provisions of this DCP. Therefore, a development application does not have to be lodged with Council. However, a subdivision certificate application is to be lodged with Council.

Should applicants seek approval for dual occupancy and torrens or strata subdivision under the one application, approval of the Subdivision Certificate may only be granted after the issue of the Occupation Certificate for the development. The plan of subdivision (linen plans) should not be submitted with the Development Application. If the plan of subdivision is submitted it will be returned to the applicant.

Under the Cessnock DCP, minor boundary adjustments are classified as exempt development when the land is not located in an environmentally sensitive area and compliance with the provisions of this DCP is achieved. Minor boundary adjustments are not to result in any additional lots or dwelling entitlements, are of a shape and size similar to the original parcel, comply with the minimum allotment sizes under Council's DCP and ensure that existing buildings are located the required distances from boundaries. However, a subdivision certificate must be lodged with Council.

What is a Statement of Environmental Effects (SoEE)?

This is a statement generally in the form of a letter, report or by completing Council's standard SoEE form. The SoEE describes the proposed development and details how the proposal will affect various aspects of the Environment and adjoining land. Council's SoEE Standard Form is attached to the Development Application Form. The SoEE Standard Form is suitable for simple developments and should be expanded on where variations to Council's Local Environmental Plan and DCP's are proposed and/or more complex applications.

Is there an 88B Instrument which will affect my property?

Details of an 88B Instrument affecting your property can be determined with a title search. Typically a title search is undertaken by your conveyancer when purchasing the property. The title search will identify which Deposited Plan will have details of any 88B Instrument. Deposited Plans are registered with Land & Property Services within the Department of Lands.

Will my neighbours be notified of my application?

Generally your neighbours will only be notified of the application. Notification is undertaken in accordance with Cessnock Development Control Plan 2010—Chapter B.2, which can be found on Council's website or by visiting Council's Customer Service Centre.

Is my property bushfire prone?

If your property is located in a bushfire prone area (use Council's online mapping tool or contact Council's Customer Service Centre) then your subdivision may need to include building envelopes that contain asset protection zones (APZ) so that future dwellings, both torrens and strata, may be protected by any future bushfire threat. The Guidelines for "*Building in Bush Fire Prone Areas—Guidelines for Subdivision Development Applications*" or a Bushfire Hazard Assessment Report will need to be used by your surveyor/consultant and submitted with your Development Application. Typically the APZ cannot infringe on an adjoining property.

The NSW RFS document "*Building in Bush Fire Prone Areas—Guidelines for Subdivision Development Applications*" has been designed to help both novice and experts to interpret the current legislation and submit the correct and relevant information with their Development Applications. This is available at Council's Customer Service Centre or on Council's website. Alternatively, you may wish to engage the services of a suitably qualified person to undertake your bushfire hazard assessment. The assessment must be done as part of the subdivision design process especially when indicating building envelopes. The required fire safety measures are to be incorporated into the plans.

What is a 149 Certificate?

A 149 Certificate is a planning certificate issued under Section 149 of the Environmental Planning and Assessment Act, 1979. Planning certificates give information on the development potential of a parcel of land including the planning restrictions that apply to the land on the date the certificate is issued. You can apply to Council for a 149 Certificate.

Planning Certificates are attached to contracts for the sale of land and copies can be obtained from your conveyancer or solicitor.

There are two different types of 149 Certificate. A 149(2) certificate is the most common. A 149(5) is more expensive but may contain other information considered relevant.

Flooding?

A Section 149 Certificate is issued under the Environmental Planning and Assessment Act, 1979. The function of the S149 Certificate (or planning certificate) is to inform owners or potential purchasers of a property of planning controls and policies that apply to the subject land.

It is important to realise that if a planning certificate does not identify any specific flood planning controls or policies, it does not mean that the subject property is flood free. Council may have flooding data and this is available upon application to Council.

If your property is near a watercourse, Hunter Water Corporation channels, or is generally low lying, please contact Council's development engineers in the first instance to see if there is flooding data available. If data is available, it can be supplied upon application and payment of the appropriate fee.

To determine the impact of flooding where information is available, the procedure is as follows:

1. Submit a written request for flood level advice providing property details and payment of the appropriate fee;
2. Engage a Registered Surveyor to undertake site survey to determine site levels relative to Australian Height Datum (AHD) and supply this information to Council.

Once this information is received Council will provide written advice as to the flood level, the depth of flooding for the subject site and the applicable flood planning level for a residential development. This information can be used to assist in the preparation of a subsequent development application.

Where data is not available but it is expected that a property may be flood prone, a flood impact assessment may be required. This must be undertaken by a suitably qualified professional at the cost of the developer.

Frequently Asked Questions - Construction Certificate

What is a Construction Certificate in relation to a subdivision and when do I need one?

A Construction Certificate is issued by the Private Certifying Authority when works are required to be undertaken and to verify that the proposed works comply with the development consent and Council's policies and standards.

A Construction Certificate is required to be approved by Council prior to any works being undertaken within the existing road reserve, or to obtain approval from the Roads and Traffic Authority for works within classified roads.

Who can be the PCA and what is their role?

Prior to commencement of any works, the applicant must appoint a Principal Certifying Authority (PCA). The PCA can be either Council or an Accredited Certifier. The role of the PCA is to issue a Construction Certificate and complete all inspections to ensure that the work is carried out in accordance with the approved development plans. Please note that under the Roads Act only Council or the RTA can be the PCA for works within the road reserve. For internal works the PCA must be a specialised certifier.

Should you wish to nominate Council as your PCA then you need to complete either a separate application form for a Construction Certificate or if you wish to apply in conjunction with your application for development approval, then complete the combined DA/CC form. If choosing Council as your PCA, in addition to the documents required to assess your development application, you are required to submit the documentation in the attached Document Checklist that are marked as a Construction Certificate requirements.

What information do I need to submit with my Construction Certificate Application?

Your development consent will indicate some of the information that you will need to submit with your Construction Certificate Application. Please refer to the checklist attached to this guide. The following is a summary of what you will need to submit with your Construction Certificate:-

- Plans and specifications;
- Letter addressing how each condition of consent is complied with at construction stage; and
- Payment of all applicable fees and bonds.

How do I get practical completion of my Construction Certificate?

This is required when works are undertaken to ensure Council is satisfied with the finished product. Attached is a summary of the checklist for Practical Completion.

- Two (2) copies of the Works-as-Executed plans;
- Payment of all applicable fees and bonds, including the outstanding works bond (if required);
- Organise a site meeting with Council to confirm that all works have been completed satisfactorily;
- Letter addressing how each condition of consent has been complied with;
- Geotechnical results—pavement testing, beam test and lot classification;
- Verify pavement materials—gravels and concrete;
- Sealing sheets (bitumen & AC including primer, stabilising details);
- Actual cost of civil works contract;
- Confirm new road names and street name blades are ordered with Council (if applicable);
- Maintain whole development site during maintenance period, including mowing footpaths and clean drainage infrastructure (if applicable).

Please note that your maintenance bond will be held for six (6) months upon completion of all works to Council's satisfaction. Upon the lapse of this maintenance period it is up to the applicant to request a further inspection prior to Council releasing the bond.

Frequently Asked Questions - Subdivision Certificate

What is a Subdivision Certificate and when do I need one?

A Subdivision Certificate is issued to verify that the plan of subdivision and any proposed works comply with the development consent and the appropriate engineering standards.

When do I apply for a Subdivision Certificate?

You apply for a Subdivision Certificate when all conditions of the consent have been met. A Subdivision Certificate is issued by Council endorsing the plan of subdivision and any associated instruments when all aspects of the Development Consent have been satisfied. The issue of the Subdivision Certificate occurs upon completion of all conditions and payment of fees in the Development Consent.

What do I submit with my Subdivision Certificate?

Your development consent will indicate some of the information that you will need to submit with your Subdivision Certificate. Please refer to the checklist attached to the Subdivision Certificate form. The following is a summary of what you will need to submit with your Subdivision Certificate:-

- Letter addressing each condition of consent;
- Copy of practical completion letter (if construction works were required);
- Section 50 Certificate;
- Letters from servicing authorities;
- Section 88B instruments if applicable;
- Plan of subdivision;
- Section 94 contribution payment receipt;
- Payment of all applicable fees and bonds.

For large subdivisions please contact Council as to ascertain any additional information that may need to be submitted with the Subdivision Certificate.

An explanation as to what is being applied for and what documentation has been submitted with the application is also required.

What is a Linen Plan?

The Linen Plan is the Council endorsed plan of subdivision prepared by a Registered Surveyor which is submitted with the Subdivision Certificate. Following endorsement of the Final Plan of Subdivision, the developer may lodge the plan for registration by the Land & Property Services within the Department of Lands.

The Linen Plan should not be submitted to Council until all conditions within the development consent have been complied with. Documentation should be submitted to certify this prior to lodgement of the linen plan.

What is an '88B Instrument'?

An '88B Instrument' is a document prepared under Section 88B of the Conveyancing Act, 1919. The Instrument sets out the terms of any easements, restrictions or positive covenants in relation to the use of the land. Should your property be affected by an easement, right of carriageway, covenant etc., Council will consider the requirements specified within the 88B Instrument as part of the assessment of your application. In order to minimise any delays in this regard it is important that you are aware of any restrictions that may affect your lot.

Instructions for Completing the Application Forms

Council provides one form that may be used for the following purposes:-

FORM	USE
Combined Application for Development Consent and Construction Certificate	You wish to apply for a Development Consent, a Construction Certificate or both.
Subdivision Certificate Application Form	You already have a Development Consent, Construction Certificate and completed all works. You now wish to apply for a Subdivision Certificate to have your linen plan released by Council.

PLEASE NOTE:

It is important to remember -

- In order to minimise processing time, applications must be clear, legible and contain correct and accurate information;
- Please complete the application form in either black or blue pen.
- An incomplete application form may result in the application not being accepted. If, after reading this guide, you are still unsure as to how to answer a question on the application form, please contact Council's Customer Service Centre for advice;
- Should you require more space than is provided, attach additional pages and note on the form that you have done so.
- Plans detailed on graph paper, lined paper or in pencil **will not** be accepted;
- The consent of **ALL** owners or a company seal must be obtained before an application can be accepted.

Part 1—Application and Site Details

Question 1—Applicant Details

Council will only communicate with the applicant. All correspondence will be posted to the address supplied by the applicant.

Question 2—Location of Property

List all properties subject to the application. If you require more space, note on the form that you have attached additional information. The Lot Number, Section and DP/SP is obtainable from your Rates notice or contact Council's Customer Service Centre.

Include details of any special access requirements or issues that will affect Council Officer's accessing the property ie dogs, locked gates and how to access the key etc.

Question 3—Owner's Consent

You must provide the details and signatures of all owners. It is a common mistake to submit an application with only one signature when there are several registered owners of the property (eg Mr Smith's signature only supplied when property is registered to Mr & Mrs Smith). Council cannot accept the application without the signatures of all owners.

There is a six to eight week delay from the date of settlement to when Council is notified of a change of ownership. If you have only just purchased the property and Council has not yet been notified of the change of ownership you will need to provide proof of ownership. This can be a solicitor's letter stating that settlement took place, the date of settlement and the new owner's name/s or a copy of the new certificate of title. Contact Council's Customer Service Centre if you are concerned.

If the property is owned by a Company the application must be signed by either two Directors; or one Director and the Company Secretary; or one Director or Company Secretary and accompanied by the company seal. In the case of a company with a Sole Director, the signature of this Director will be sufficient. In all cases, please detail the title of each signatory on the application eg Sole Director.

If the property is within a strata then the consent of the strata management is necessary.

In the case of Crown Land the owners consent must be signed by an Officer of the Department of Lands authorised for these purposes.

Principal Certifying Authority

If you are completing a combined DA/CC application form or a CC form, there is an additional declaration asking if the owner has read, understands and agrees to the PCA Service Agreement Specification and consents to the appointment of Council as the PCA. A copy of the PCA Service Agreement Specification can be obtained from Council's Customer Service Centre or from Council's web site.

Question 4—Application Type

Tick Development Application and/or Construction Certificate as appropriate.

An application for Subdivision can not be complying development. Tick **No**.

Question 5—Description of development

For a subdivision, tick box 'Subdivision' and briefly describe everything that you want approved by Council (eg 12 Lots in 3 Stages)

Part 2—Development Details

If your application is for a Development Application or Complying Development, complete this part of the form. If your application is for a Construction Certificate Only, go to the next Section. If you are using the Subdivision Certificate form, go to the instructions for completing the Subdivision Certificate Form.

Question 6—Septic Tank Approval

If the application is for Subdivision only, then this question does not need to be completed.

Question 7—Roads Act Approval for Development Works on Roads & Footpaths

This approval is given under the Roads Act 1993. This approval must be obtained before any works within an existing road reserve are commenced. The requirement for these works may come about through Development Consents for subdivisions, new buildings, additions to buildings and changes in use of land and buildings. In addition to a general approval to carry out works in a road it may be necessary either at the same time or at a later stage for separate applications to be lodged for specific activities within the road reserve. Council requires the concurrence of the Roads and Traffic Authority before giving an approval for activities on classified roads.

Question 8—What is the gross floor area of the proposed buildings

If the application is for Subdivision only, then this question does not need to be completed.

Question 9—Estimated cost of work

If the application is for Subdivision only, then this question does not need to be completed, unless the application is likely to result in construction works such as roads and drainage.

Question 10—Integrated development

Integrated development is development that requires licences or approvals from State Government Departments. Many applications for subdivision are integrated. To determine if your application is integrated Council has provided a checklist. "Is your application an integrated development?" can be found in the Frequently Asked Questions section of Council's Building and Development web page or ask the Customer Service Centre for a brochure.

If your application is integrated, list the Government Department/s and the relevant section of the Act on your application form. These can be easily found on the checklist. You will need to provide Council with a \$250.00 cheque (payable to the relevant Government Department) for each licence or approval required. Council will forward your application and your payment to the appropriate Government Department for approval prior to assessing your application.

Question 11—Critical Habitat & Threatened Species

Answer Yes or No as appropriate.

Should the proposed development require clearing, a Flora and Fauna Assessment in accordance with Cessnock Development Control Plan 2010—Chapter C.2 and the Threatened Species Conversation Act 1995 may be required. For further information visit Council's website or Council's Administration Building to discuss your proposal with a Duty Officer.

Question 12—Staged Development

Subdivisions can be staged. If you intend to stage the subdivision you will need to indicate in the SoEE and on the plans, the number of stages and the lots within each stage.

Question 13—Principal Certifying Authority

With Subdivisions, generally only Council can be the Principal Certifying Authority. Prior to the commencement of any works, you must appoint Council as the Principal Certifying authority (PCA). The PCA will determine what inspections and certification is required to ensure compliance with the relevant Development Consent. The PCA will conduct the inspections, issue the Construction Certificate and/the Subdivision Certificates.

As Council is the PCA for subdivisions answer Yes to this question. You will then need to apply to Council for a Construction Certificate prior to the commencement of any works. You can apply at the same time as you are completing your Development Application by completing a separate Application for Construction Certificate form or by completing a combined DA/CC Application form.

Question 14—Notification of Commencement

As Council is the PCA for subdivisions and any work related to the subdivision, then answer **Yes** to this question. The works are to commence within 90 days from the date of the determination. You also must notify Council at least 2 days before commencement of work of your intention to commence.

If you plan to delay the commencement of work longer than 90 days from the date of determination, the answer is **No** to this question. You must then notify Council two (2) days prior to the commencement of any works.

Part 3—Construction Certificate Details

If your application is for a Development Application only, go to the Checklist and Declaration Section.
If your application is for a Construction Certificate, complete this section.

Question 15—Development Consent

If a Development Application was approved previously, enter the DA Consent number, the date of determination and the Building Code of Australia Classification. All of this information can be obtained from your development consent.

Question 16—Description of Development

For a subdivision, tick box 'Subdivision' and briefly describe everything that you want approved by Council (eg 12 Lots in 3 Stages). Enter 'as above' if described previously on the form.

Question 17—Estimated Cost of Work

If the application is for Subdivision only, then this question does not need to be completed, unless the application is likely to result in construction works such as roads and drainage. Enter 'as above' if described previously on the form.

Question 18—Who will be doing the work?

If any works are to be undertaken such as roads and drainage, then nominate your civil contractor.

Question 19—What is the area of the land?

Enter the size of the land on which you will be subdividing.

Question 20—What is the gross floor area of the existing buildings?

If the application is for Subdivision only, then this question does not need to be completed.

Question 21—What is the gross floor area of the proposed buildings?

If the application is for Subdivision only, then this question does not need to be completed.

Question 22—What is the building site presently used for?

If the property is vacant, write **Vacant**. Alternatively, detail the uses of the property eg contains a dwelling house, ancillary sheds and the land is used for grazing.

Question 23—What will the proposed building be used for?

Only answer this question if the application is for subdivision and the construction of a dual occupancy and/or residential units.

Question 24—How many dwellings will there be?

Only answer this question if the application is for subdivision and the construction of a dual occupancy and/or residential units.

Question 25—Will the new building be attached to an existing building?

Only answer this question if the application is for subdivision and the construction of a dual occupancy and/or residential units.

Question 26—Will the new building be attached to another new building?

Only answer this question if the application is for subdivision and the construction of a dual occupancy and/or residential units.

Question 27—Does the site contain a dual occupancy?

Only answer this question if the application is for subdivision and the construction of a dual occupancy and/or residential units.

Question 28—How many storeys will be in the building?

Only answer this question if the application is for subdivision and the construction of a dual occupancy and/or residential units.

Question 29—Building Materials.

Only answer this question if the application is for subdivision and the construction of a dual occupancy and/or residential units.

Part 4—Checklist and Applicant’s Declaration

All of the documents detailed in the DA Document Checklist for Subdivisions (attached to this Guide) must be provided with your application. Detach the checklist from the Guide, tick off that each document provides the stated detail and that you have provided the correct number of copies for each document, sign the last page of the document checklist and submit this with your application form.

If you do not provide the required documentation of an acceptable standard your application will not be accepted.

Site inspections are carried out prior to the assessment of any application. As a result of this inspection further information is sometimes required. A Council Officer will contact you soon after the initial inspection if this is the case.

Question 30—Applicant’s Declaration.

Please read the declaration carefully and have all applicants sign and date the application form.

Part 5—SoEE Standard Form

A Statement of Environmental Effects is to be submitted with all Development Applications other than ‘designated development’ or proposals having negligible environmental impact, eg Internal alterations. You must complete this form as a part of your Development Application for a subdivision.

If a ‘**YES**’ answer is given to any of the questions, you must provide details of the likely impact(s) and the proposed means of mitigating or reducing such impact(s).

The Statement of Environmental Effects form is not exhaustive and is only suitable for simple routine developments. It should be expanded on where appropriate or a full Statement of Environmental Effects Report should be submitted. If insufficient space has been provided, attach additional pages

How to Lodge This Application

Various methods for lodging your application are listed.

Application fees must be paid at the time of lodgement. If you wish to pay by credit card and are not submitting the application in person, please use the section provided on the front of the form for your credit card details. A quote for fees may be obtained by contacting Council’s Customer Service Centre.

Completing the Subdivision Certificate Application Form

Complete the Application and Site Details Section as per a Development Application form described previously.

Question 31—Description of Development.

Briefly describe what has been consented to and what is to be included as part of this subdivision certificate.

Question 32—Construction Certificate.

Provide details on the construction certificate number and when it was approved.

Question 33—Owner's Consent

You must provide the details and signatures of all owners. It is a common mistake to submit an application with only one signature when there are several registered owners of the property (eg Mr Smith's signature only supplied when property is registered to Mr & Mrs Smith). Council cannot accept the application without the signatures of all owners.

There is a six to eight week delay from the date of settlement to when Council is notified of a change of ownership. If you have only just purchased the property and Council has not yet been notified of the change of ownership you will need to provide proof of ownership. This can be a solicitor's letter stating that settlement took place, the date of settlement and the new owner's name/s or a copy of the new certificate of title. Contact Council's Customer Service Centre if you are concerned.

If the property is owned by a Company the application must be signed by either two Directors; or one Director and the Company Secretary; or one Director or Company Secretary and accompanied by the company seal. In the case of a company with a Sole Director, the signature of this Director will be sufficient. In all cases, please detail the title of each signatory on the application eg Sole Director.

If the property is within a strata then the consent of the strata management is necessary.

In the case of Crown Land the owners consent must be signed by an Officer of the Department of Lands authorised for these purposes.

Question 34—Applicants Declaration.

All applicants are to sign this Section.

Cessnock City Council

Development Application Document Checklist

Subdivision

The following information is required as part of your Development Application. Additional information may be relevant to your specific application. If you have ticked any of the 'not applicable' boxes, please discuss with a Customer Service Officer.

This checklist must be completed, signed and submitted with your development application.

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
1 x	<p>COMPLETED APPLICATION FORM (1 Copy)</p> <p>The original completed application form must be submitted with the application.</p>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
1 x	<p>COMPLETED DISCLOSURE OF POLITICAL DONATIONS AND GIFTS FORM (1 Copy)</p> <p>A Disclosure of Political Donations and Gifts Form must be submitted if you or an associate have made a political donation or gift to a Councillor or council employee during the two (2) years prior to submitting the application.</p> <p>Further information regarding Political Donation and Gift Declarations and the Declaration Form can be obtained from Council's website at www.cessnock.nsw.gov.au or from Council's Customer Service Centre.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 x	<p>SUBDIVISION PLAN (6 Copies)</p> <p>If you are planning to subdivide either residential or commercial land you will need to supply:</p> <ul style="list-style-type: none"> • A plan showing the proposed subdivision with land title details • Location, width dimensions and area of all proposed and existing land uses and North Point • Contours relative to Australian Height Datum (AHD) and Watercourses • Location of water, sewerage, electricity and telephone • Proposed points of entry and exit for each proposed lot • Proposed method of stormwater disposal • Proposed new roads (if any) including long section and cross section drawings • Site analysis including plotting of environmental constraint area, zone boundaries and usable land area (for multiple zones only) • Indicate Plan of proposed development on new lot(s) • Relative levels for both the subject land and adjacent streets/footpaths • Proposed/existing easements and restrictions 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
1 x 6 x	<p>STATEMENT OF ENVIRONMENTAL EFFECTS (required for DA)</p> <p style="text-align: right;">(If using Council's SOEE form—1 Copy) (If providing report—6 Copies)</p> <p>A Statement of Environmental Effects Standard Form is supplied on the back of the Development Application form for use in applications for dwellings.</p> <p>A Statement of Environmental Effects is a written statement that describes the proposed development and states whether the proposal complies with the City's planning controls. It should also explain the likely impacts of the proposed development both during and after construction and how these impacts will be minimised.</p> <p>The statement, in appraising the suitability of land for development, should also detail (where applicable):</p> <ul style="list-style-type: none"> • Flooding, drainage, land slip, soil erosion, mine subsidence, bushfires and any other risks • Effect on the landscape, streetscape, national park or scenic quality of the locality • Impact on existing and future amenity of the locality • Amount of traffic generated, car access, parking and availability of public transport • Location of garbage and storage areas • Availability of utility services, power, telephone, water/ sewer • Social effects and economic effects • Anticipated impact of noise levels to the site locality • Heritage significance of Building (if any) • Effect on historical and archaeological aspects • Effect on flora and fauna—any vegetation to be removed • Design and external appearance in relation to the site and locality indicating how the design is appropriate to the site • How the privacy, daylight and views of other dwellings will be affected (ie do they overlook or overshadow each other) • Access for disabled • Non-compliance with the planning controls <p>NOTE—Other matters may be relevant depending upon the nature of the development proposal.</p>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
6 x	<p>BASIX CERTIFICATE (6 Copies) (required for DA if dual occupancy and/or residential units are included with subdivision application)</p> <p>BASIX is a web based planning tool designed to assess the water and energy efficiency of new residential developments.</p> <ul style="list-style-type: none"> • Certificate must be dated within 3 months of lodgement. • Complete the online assessment at www.basix.nsw.gov.au and provide the certificate. • All commitments included on the BASIX certificate must be shown on the plans and specifications. 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
	<p>PLANS (required for DA or CC if dual occupancy and/or residential units are included with subdivision application) Plans include the site plan, floor plan, elevations and sections. Plans must be drawn to scale in ink and must be supplied on A3 size paper, except where the complexity of the detail requires larger paper. Free hand, single line or illegible drawings can not be accepted.</p> <p>The following information should be included on all plans and documents:</p> <ul style="list-style-type: none"> • Applicant's name, block/house/shop/flat number, street/road name, town or locality. • Lot Number, Section Number, DP/SP Number • Measurements in metric • The position of true north • Building or parts of building to be demolished to be indicated in outline • Designer's/architect's name and date • Date of plan or revision date <p>For alterations and additions, plans are to be suitably marked to differentiate between existing and proposed work.</p>					
1 x	<p>INTEGRATED DEVELOPMENT PLANS For Integrated Development an additional 1 set per Authority of all plans and documents are required. All information is referred to the relevant Authority for comment.</p> <p>Contact Council's Customer Service Centre if you are unsure as to whether your proposal is an Integrated Development.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
6 x	<p>SITE PLAN (6 Copies) (required for DA or CC if dual occupancy and/or residential units are included with subdivision application)</p> <p>A site plan is a birds-eye view of the existing and proposed development on the site and its position in relation to boundaries and neighbouring developments.</p> <p>A site plan must include:-</p> <ul style="list-style-type: none"> • A Hunter Water Corporation Stamp if your property is connected to the Hunter Water Sewage system. <p>A site plan should include:</p> <ul style="list-style-type: none"> • Drawings to a suitable scale (ie 1:100, 1:200 OR 1:500) • Setbacks of the new buildings in relation to site boundaries and existing building/structures • All existing and proposed building/structures must be shown • Location of any existing and proposed fences and landscaping features such as swimming pool, retaining wall, paved areas and driveways • Location of any easements • Location of any adjoining owners windows facing your development • Location of vehicle access and car parking (indicating extent of cut and fill and gradients) • Location of any dams, creeks or watercourses • Location of drainage facilities/services (existing and proposed) • Trees/vegetation to be removed • Proposed cut and fill levels for proposal • Contours to Australian Height Datum (AHD) (existing and proposed) • Garbage storage areas • Standing areas/dock areas for deliveries • Use of adjoining buildings (commercial only) • Location of sediment controls, waste enclosures and stock piles • Location of any safety/construction fencing • Asset protection zone for bushfire prone land • Stormwater drainage lines and method of disposal/ connection to existing Council Infrastructure 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
6 x	<p>FLOOR PLANS (6 Copies) (required for DA or CC if dual occupancy and/or residential units are included with subdivision application)</p> <p>A floor plan is a birds-eye view of your existing and/or proposed layout of rooms within the development.</p> <p>Floor plans should include:</p> <ul style="list-style-type: none"> • Drawing to a suitable scale (ie 1:100 OR 1:200) • Outline of existing building/development on site (shown dotted) • Room names, areas and dimensions • Window and door locations and sizes • Floor levels and steps in floor levels (RL's) to AHD. • Wall structure type and thickness • Location of any new or replacement hot water system • Fire Safety Provisions, fire safety level • Wall and Floor materials • Disabled access (if required) • Energy Efficiency provisions • Noise attenuation provisions • Essential fire safety measures 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
6 x	<p>ELEVATION PLANS (6 Copies) (required for DA or CC if dual occupancy and/or residential units are included with subdivision application)</p> <p>Elevation plans are a side on view of your proposal. Elevations of all four sides (north, south, east and west facing) of your development need to be included in your application and labelled accordingly.</p> <p>Elevation plans should include:</p> <ul style="list-style-type: none"> • Drawings to a suitable scale (1:100, 1:200 or 1:500) • Outline of existing building/development on site (shown dotted) • Overall building height • Window sizes and location • Location/position of all buildings/structures • Exterior cladding type and roofing material/colour • Chimneys, flue exhaust vents, duct inlet or outlet • Reduced Levels (AHD) for roof ridge, floor and ceiling • Floor to ceiling heights • Cut and Fill levels • Natural ground levels and proposed ground levels • Any retaining walls (including proposed heights) 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
6 x	<p>SECTION PLANS (6 Copies) (required for DA or CC if dual occupancy and/or residential units are included with subdivision application)</p> <p>A section is a diagram showing a cut through the development at the most typical point.</p> <p>A Section Plan should include:-</p> <ul style="list-style-type: none"> • Drawings to a suitable scale (ie 1:100 OR 1:200) • Outline of existing building/development on site (shown dotted) • Section names and where they are shown on plan (ie A/A, B/B, etc) • Ceiling heights • Room names • Room and window heights • Details of chimneys, fire places and stoves • Roof pitch and covering • Site works, finished and proposed floor & ground levels in long section (indicate cut, fill and access grades) • Construction material details • Fire safety levels • Noise attenuation provisions • Insulation details (where applicable) 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
6 x	<p>STORMWATER AND (OSD) ON-SITE DETENTION (OSD) (6 Copies) (required when applying for a DA only)</p> <p>The Stormwater/Onsite Stormwater Detention Plan should include:</p> <ul style="list-style-type: none"> • Proposed drainage lines, depth, fall and location • Existing stormwater drainage location including downpipes, connection and discharge points • If stormwater run-off will increase show proposed drainage details • If OSD is required show details (check with Council's Development Engineers if you are unsure) • Low level property requirements must be met if the property falls away from the street • Rainwater tank drainage and plumbing plans and specification to AS HB230-2006 • Connection to existing Council Infrastructure 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
6 x	<p>WASTE MANAGEMENT PLAN (6 Copies) (required if dual occupancy and/or residential units are included with subdivision application)</p> <p>A Waste Management Plan should include:-</p> <ul style="list-style-type: none"> • Volume and type of waste to be generated • How waste is to be stored and treated on site • How residual waste is to be disposed of • How ongoing waste management will operate <p>Further information and a sample waste management plan and further information can be obtained from Cessnock Development Control Plan 2010—Chapter C.5</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 x	<p>LANDSCAPING PLAN (6 Copies) (required if dual occupancy and/or residential units are included with the subdivision application) (only where required by BASIX Certificate)</p> <p>A Landscaping Plan should include:-</p> <ul style="list-style-type: none"> • Description of ground preparation, arrangement and nomination of plantings, procedures and ongoing maintenance • Location and type of any trees to be removed • Location of outdoor clothes drying area (new dwellings only) • Schedule of plantings cross-references to site plan indicating species, massing and mature height • Details of restoration and treatment of earth cuts, fills, mounds, retaining walls, fencing and screen walls • Erosion and sedimentation control measures to be undertaken during and after construction • Name of Landscape architect or Consultant 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 x	<p>NOTIFICATION PLANS (10 Copies) (required for DA)</p> <p>Ten A4 copies of the site plan and elevations must be supplied for notification purposes (these must be legible). Floor plans are not required.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 x	<p>HERITAGE REPORT (6 Copies) (required for DA) (only where proposal involves heritage items within a conservation area or is in the vicinity of a heritage item)</p> <ul style="list-style-type: none"> • This statement must be prepared by a suitably qualified person (ie Heritage architect/planner) in order to assess the impact of the proposed works on the heritage significance of the building. • Applications adjoining or in the vicinity of a heritage item should have an assessment addressing the impact upon the adjoining heritage item (Refer to clause 37 of Cessnock Local Environmental Plan) in their Statement of Environmental Effects. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
6 x	<p>BUSHFIRE ASSESSMENT (6 Copies) (required for DA) (only where the property is bush fire prone)</p> <p>This assessment must be made and incorporated into the design. The assessment report must address the extent to which the proposed development conforms with or deviates from the specification set out in the Planning For Bushfire Protection (2001) for Class 1, 2 or 3 buildings. The guidelines/principles can be applied to the protection of other development</p> <p>The NSW RFS document “Building in Bushfire Prone Areas—Guidelines For Single Dwelling Development Applications” can be used to meet this requirement. Alternatively, a consultant can be engaged to prepare a Report.</p> <p>To obtain a copy of the guidelines follow the link from Councils web site or for further information contact Council’s Customer Service Centre or www.rfs.nsw.gov.au.</p> <p>NB—Council does not have power to approve an application in Bushfire prone areas unless it is for residential building work (Class 1, 2 & 3) and it complies with the guidelines. All other applications require referrals to the RFS.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 x	<p>SURVEY PLAN (6 Copies) (only if requested by Council)</p> <p>Information should include:-</p> <ul style="list-style-type: none"> • Australian Height Datum (AHD) plan to scale, preferably 1:100 • Bench mark on the kerb or other suitable fixed point (ie natural ground level) • Plan showing all existing structures • Plan to show the exact location of all trees greater than 5m in height, the Reduced Level (relative to AHD) at their base and their height and canopy spread. • Location/position of all buildings/structures on adjoining land (showing street number & street address) floor levels and ridge heights of those buildings or structures at the boundary • Levels—contour and spot levels to AHD. • Easements and rights of way 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 x	<p>DEMOLITION PLAN (6 Copies)</p> <p>If you are planning on demolishing any building or structure you will need to provide the following:-</p> <ul style="list-style-type: none"> • Demolition work plan prepared by a competent person in accordance with AS 2601-2001 Demolition of Structures. • A Waste Management Plan in accordance with Cessnock DCP - Chapter C.5. • Statement verifying whether asbestos is present. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
6 x	<p>SHADOW DIAGRAMS (6 Copies) (required if dual occupancy and/or residential units are included with subdivision application)</p> <p>Only required if significant over shadowing is involved or if requested by Council.</p> <p>Shadow diagrams should include:-</p> <ul style="list-style-type: none"> • Location of proposed development • Location of adjoining buildings and land (showing street number and street) • Shadows cast by the new development on 21 June at 9am, 12noon and 3pm on adjoining sites and street areas • Note—Elevational shadow diagrams may be required depending upon the level of affection to adjoining properties. • Shadows cast by existing buildings on the site • Shadow Diagrams to be prepared by a suitably qualified person ie surveyor, architect or draftsman • Drawn to true north and based on a site survey of levels 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 x	<p>ACCESS PLAN (6 Copies) (required if dual occupancy and/or residential units are included with subdivision application)</p> <p>Cessnock DCP 2010—Chapter C.6—This plan sets out the minimum requirements for the design of buildings and facilities for access for people with disabilities. The plan applies to Class 1a & 1b Tourist Accommodation, Medium Density Housing, Home Business/Home Occupation, Home Industry and alterations to existing buildings.</p> <p>Applicants will be required to submit:-</p> <ul style="list-style-type: none"> • A classification certificate in accordance with AS4299 • Pre and Post adaptation drawings which demonstrate compliance with: <ul style="list-style-type: none"> • AS4299 Adaptable Housing • AS1428 Design for Access and Mobility • AS2890 Carparking <p>NB. It is recommended that applicants refer to Appendix A of AS4299 for a Schedule of Features for Adaptable Housing.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
6 x	<p>FLORA AND FAUNA ASSESSMENT (6 Copies)</p> <p>Seven (7) Part Test</p> <p>The flora and fauna survey aims to document the presence, or likely presence of flora and fauna species, populations and communities on a parcel of land, and assess the impact of a proposed development or activity on it.</p> <p>To determine if a Seven (7) Part Test is required on the parcel of land you wish to develop, it is recommended that you refer to Cessnock DCP 2010—Chapter C.2—Flora and Fauna Survey Guidelines (Lower Hunter & Central Coast Region and/or speak to a Duty Officer.</p> <p>Applicants are required to submit a report prepared in accordance with Section 5A of the Environmental Planning and Assessment Act, 1979.</p> <p>The 7 Part Test must be prepared by a suitably qualified/experienced accredited person.</p> <p>Council and the Department of Environment and Conservation can be contacted for additional information.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Species Impact Statement (SIS) (6 copies)</p> <p>The SIS is required if an Seven (7) Part Test identifies that a significant effect on threatened species, populations, ecological communities, or their habitats is likely from a development.</p> <p>Applicants are required to submit a report prepared in accordance with Section 110 of the Threatened Species Act 1995.</p> <p>The SIS must be prepared by a suitably qualified/experienced accredited person.</p> <p>Council and the Department of Environment and Conservation can be contacted for additional information.</p>					
6 x	<p>STANDARD BUILDING SPECIFICATIONS (6 Copies) (Required for CC) (required if dual occupancy and/or residential units are included with subdivision application)</p> <p>Copies available for purchase from Council’s Administration building or alternatively ask your architect, plan drawer or builder.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 x	<p>FOOTING/SLAB DESIGN (6 Copies) (Required for CC) (required if dual occupancy and/or residential units are included with subdivision application)</p> <p>Submit a design certified by a Structural Engineer or alternatively a design that demonstrates Compliance with AS2870-1996 Residential Slabs and Footings Construction.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
6 x	<p>TERMITE PROTECTION (6 Copies) (required if dual occupancy and/or residential units are included with subdivision application)</p> <p>Details on the proposed method of termite protection are to be specified in accordance with AS3660.1-2000 Termite Management.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 x	<p>FRAME CONSTRUCTION DESIGN/DETAIL (6 Copies) (required if dual occupancy and/or residential units are included with subdivision application)</p> <ul style="list-style-type: none"> Steel Frames and Beams <p>Will be required to be certified by a Structural Engineer in accordance with any relevant Australian Standards.</p> <ul style="list-style-type: none"> Timber Frames <p>Applicants will be required to specify the size, spacing and stress grading of all timber components in accordance with AS1684-2006 Residential Timber-Framed Construction. Bracing, tie town and joint schedules required for Construction Certificate applications.</p> <p>NB. If the roof construction incorporates steel or timber roof trusses, simply indicate roof trusses to be provided to manufacturer specification and Council will not require any further information on the trusses until prior to the frame inspection.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 x	<p>STORMWATER PLANS (6 Copies) (Required for CC) (required if dual occupancy and/or residential units are included with subdivision application)</p> <p>Plans should include:</p> <ul style="list-style-type: none"> Existing and proposed stormwater drainage location—downpipes, drainage network, connection and discharge points to the street or the City of Cessnock drainage system On-site stormwater details prepared by a suitably qualified engineer (if applicable) On-site dispersal details prepared by a suitably qualified engineer (if applicable) Supporting calculation sheets Location of rainwater tanks to be installed and details in accordance with ASHB230—2006 Rainwater Tank Design and Installation Handbook Connection to existing Council Infrastructure 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
1 x	OWNER BUILDER PERMIT/HOME WARRANTY INSURANCE CERTIFICATE (1 Copy) (required if dual occupancy and/or residential units are included with subdivision application) (Submit prior to commencement of works) Only where construction is to be undertaken by an owner builder and the value of work is more than \$5,000.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of architect/person preparing plans
Confirmation of submission of all required documentation and plans