



HUNTER'S HILL COUNCIL

SUBDIVISION CERTIFICATE

Issued under the *Environmental Planning and Assessment Act 1979 (Section 6.3)*

1. APPLICANT

It is important that we are able to contact you if we need more information. Please give as much detail as possible.

Please note that the applicant is the only person who Council will communicate with on this matter.

Mr Mrs Ms Miss Dr Other

Family Name or Company _____

Given Names or ACN _____

Postal Address _____

Email _____

Telephone _____

Mobile _____

Contact Person _____

Person who may be contacted to discuss the application during business hours, where the applicant is a company, owners corporation or more than one person, and not a third party.

Please note:

Council Officers will address all correspondence and discuss the applications with the **applicant** as stated on the application. It is important that there is **one point of contact only**. It would be appreciated if the person responsible for the carriage of the application could be nominated on the application form as the applicant.

2. LOCATION OF PROPERTY (Where the building work is to be carried out)

Unit No _____ House No _____

Street _____ Lot _____

Suburb _____ Section _____

Post Code _____ Nearest Cross Street _____ DP/SP/Estate _____

Site Area (m²) _____

3. CONSENT OF OWNER

Every owner of the land must sign this form. If the owner is a corporation, the form must be signed by the authorised director and the common seal must be stamped on this form. If the property is a unit under strata title or a lot in a community title, in addition to the owner's signature the common seal of the body corporate must be stamped on this form over the signature of the owner and signed by the chairperson or secretary of the Body Corporate or the appointed managing agent

Owner _____ Address _____

*As owners of the land to which this application relates
I/we consent to this application. I/We also give consent for
authorised Council Officers or its agents, solicitors or
consultants to enter the land to carry out inspections
relating to this application and to undertake its
obligations and powers under the Environmental Planning
and Assessment Act and Local Government Act*



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3. CONSENT OF OWNER Continued....

Signature _____ Date _____

Signature _____ Date _____

Without the owner's consent, we will not accept the application. This is a very strict requirement for all applications. Please call us to find out who owns the land according to our records.

If you are signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attached documentary evidence (e.g. Power of Attorney, executor, trustee, company director, etc..)

4. DESCRIPTION OF DEVELOPMENT

Description of Subdivision (*Number of lots, boundary adjustment*)

5. DETAILS OF ORIGINAL CONSENT

Description of Development Application:

Development Application Number: _____ Original Consent Date: _____

6. SUPPORTING DOCUMENTATION

TO BE COMPLETED BY APPLICANT			Office Use Only		
Yes	No	N/A	Yes	No	N/A

Plans include the site plan, site analysis, floor plan, elevations and section. Plans must be drawn to scale in ink and on A3 size paper, a **USB in Adobe Acrobat PDF Format** is required for every application. Free hand, single line or illegible drawings will not be accepted.

- ◆ Original plan of subdivision prepared by a qualified surveyor and **Five A3 copies** of all plans must be submitted with your Application
- ◆ Relevant development consent or complying development certificate
- ◆ 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



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6. SUPPORTING DOCUMENTATION Continued....

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Yes	No	N/A	Yes	No	N/A

Plans include the site plan, site analysis, floor plan, elevations and section. Plans must be drawn to scale in ink and on A3 size paper, a **USB in Adobe Acrobat PDF Format** is required for every application. Free hand, single line or illegible drawings will not be accepted.

- ◆ 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).

- ◆ A certificate 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 & 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; 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.

The file name must include the property address following the description of each file. Examples of acceptable file names appear below:

Subdivision Certificate Application Form Part A

Subdivision Certificate Application Form Part B

Notification Plan

Floor Plan

Certification of USB:

I/we declare that the information submitted on USB is identical to the details submitted on hard copy plans and documentation.

I/we accept Council cannot be held responsible for any discrepancies of information provided on electronic the and hard copy plans and documents.

Signature

Date

Signature

Date

OFFICE USE: (To be completed by Customer Service Officer)

*GST is included in the fee

Please retain your receipt as proof of lodgement of the application

Fee Type	Fee (\$)	Receipt
Fee		
Section 94		
Total		

Customer Service Officer

Date
