

To the General Manager, Coffs Harbour City Council

APPLICATION FOR A SUBDIVISION CERTIFICATE

Environmental Planning and Assessment Act 1979

Environmental Planning and Assessment Regulation 2000

Locked Bag 155, Coffs Harbour 2450; DX 7559

Administrative Centre, 2 Castle Street, Coffs Harbour

Email: coffs.council@chcc.nsw.gov.au Phone: (02) 6648 4000 Fax: (02) 6648 4199

Website: www.coffsharbour.nsw.gov.au ABN 79 126 214 487



1. Details of the applicant

It is important that Council is able to contact you if more information is required. Please give as much detail as possible.

Mr Ms Mrs Other:

Given name/s

Surname

Company/organisation

ABN

Postal address

Suburb or town

State

Postcode

Daytime telephone

Fax

Mobile

Email address

2. Identify the land

Unit/street no.

Lot/DP or Lot/Section/DP or
Lot/Strata no.

Street or property name

Suburb, town or locality

Postcode

3. Details of the development approvals granted

Is development consent required for the proposed
subdivision?

No

Yes ➤ Has development consent been granted?

Yes ➤ What is the Development Application Number?

OFFICE USE ONLY

Date
received

Application fee (if applicable)

Receipt No.

- The application must be accompanied by the following documents:
 - A plan of subdivision;
 - A copy of the relevant development consent or complying development certificate;
 - A copy of any relevant construction certificate;
 - A copy of detailed subdivision engineering plans;
 - For a deferred commencement consent, evidence that the applicant has satisfied the consent authority on all matters of which the consent authority must be satisfied 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 relevant;
 - A certificate of compliance from the relevant water supply authority, where relevant;
 - 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 Council;
 - For subdivision involving subdivision work, evidence that:
 - The work has been completed, or
 - Agreement has been reached with the Council as to payment of the cost of the work and as to the time for carrying out the work, or
 - Agreement has been reached with the Council as to security to be given to the consent authority with respect to the completion of the work.

5. Applicable fees and charges

To view the applicable fees and charges associated with this application please refer to Council's adopted fees and charges at www.coffsharbour.nsw.gov.au/fees

6. Privacy and personal information protection notice

- this information is required to process your request and will not be used for any other purpose without seeking your consent, **or as required by law**;
- your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- your personal information can be accessed and corrected at any time by contacting this Council.

7. Owners Signature

All owner(s) of the land being developed must sign the application.

It is the applicant's responsibility to clearly demonstrate that all owners have consented to the lodging of the application. Individual owners must sign and print their names. Where the owners are companies or involve a body corporate, sufficient detail demonstrating the authority of the person signing as/or on behalf of owner must accompany the application.

If the applicant is not the owner of the land, a statement signed by the owner of the land to the effect that the owner consents to the making of the application is required.

Signature

Name

Date

Signature

Name

Date

8. Applicant's Signature/s

I declare that to the best of my knowledge all particulars supplied by me are correct and completed. I understand that inaccurate or false statements may cause my application to be delayed or rescinded.

Signature/s : Date:/...../.....