

# APPLICATION FOR A SUBDIVISION CERTIFICATE

Environmental Planning and Assessment Act 1979

Environmental Planning and Assessment Regulation 2000

Locked Bag 155, Coffs Harbour 2450;

Customer Service Centre, 2 Castle Street, Coffs Harbour

Email: [coffs.council@chcc.nsw.gov.au](mailto:coffs.council@chcc.nsw.gov.au) Phone: (02) 6648 4000

Website: [www.coffsharbour.nsw.gov.au](http://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

After hours telephone

Mobile

Email address

**NOTE: The applicant is responsible for all communications with Council in regards to this application.**

## 2. Identify the land

Unit/street no

Legal Description (i.e. Lot / DP or SP)

Street or property name

Suburb, town or locality

Postcode

## 3. Subdivision Details

Nominate the type of Subdivision:

Torrens / Community Title

Boundary Alteration

Strata Title

Exempt Development

Is this part of a Staged Subdivision Application?  No  Yes

How many Lots are being created?

## 4. Details of the approvals granted

Is development consent required for the proposed subdivision?

No

Yes



Development Application Number

Is a Civil Works Construction Certificate required for the proposed subdivision?

No

Yes



Civil Works Construction Certificate Number

### OFFICE USE ONLY

Date received

Application fee (if applicable)

Receipt No.

## 5. Information to be attached to the application

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The application must be accompanied by the following documents:

- 3 x A3 copies of the plan of subdivision prepared by a registered surveyor;
- Deposited Plan or Strata Plan Administration Sheet;
- 88B Instrument (if applicable);
- A summary detailing how all relevant conditions of the development consent have been satisfied;
- Notice of arrangement for electricity and telecommunications (if applicable);
- Supporting documentation i.e. certificates for bush fire, vegetation management plan etc.

For subdivisions involving civil works construction, evidence that the works have been completed including:

- Works as Executed Drawing
- Inter-maintenance Inspection Release
- Superintendents Report

## 6. 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](http://www.coffsharbour.nsw.gov.au/fees)

## 7. 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.

## 8. Consent of owner(s)

**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

**Position of the person or persons authorised to sign on behalf of the Company/Organisation if applicable**

Position within the Company/Organisation

Position within the Company/Organisation

For further information on Owners Consent Requirements please see the following link:-

[https://www.coffsharbour.nsw.gov.au/Building-and-Planning/development-approval/Documents/Owner\(s\)%20Consent%20Requirements%20Fact%20Sheet.pdf](https://www.coffsharbour.nsw.gov.au/Building-and-Planning/development-approval/Documents/Owner(s)%20Consent%20Requirements%20Fact%20Sheet.pdf)

## 9. 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: