

APPLICATION FOR ENDORSEMENT OF 88B INSTRUMENTS

Disclaimer: The information provided by you on this form will be used by Parramatta City Council or its agents to process this application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to Information Policy and Privacy Management Plan or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access.

PART 1 - Property & Applicant Details

1. Property details	unit:	house:
	Address	
	street:	
	suburb:	postcode:
Application reference # e.g. DA, CC, SC, CD ,etc	___ / ___ / ___	

2. Applicant details	family name (or company & ABN):	
	Full name/company and contact person	
	full given names:	
	OR company contact person:	
Postal address	suburb:	postcode:
Contact details	home phone:	mobile:
	office phone	fax:
	email:	date:

PART 2 – Documentation Requirements

3. Indicate documents submitted for endorsement - Please tick (✓)

	Copies Required	Applicant (✓)	Officer (✓)
Restriction on use of land (88B Instrument) - Original	1		
Restriction on use of land (88B Instrument) - Copy	1		
Positive Covenant—Original	1		
Positive Covenant—Copy	1		

PART 3 – Fee Requirements

Application should be accompanied by the appropriate fee. Refer to Council's website for current Fees and Charges.

OFFICE USE ONLY

Receipt: Date Received: Fee: \$

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Part 4 - Accompanying Documentation Checklist

4. The following documents should accompany the application - Please tick (✓)

	Description	Notes	Copies Required	Applicant (✓)	Officer (✓)
1	Deposited plan/strata administration sheet		1 x original 1 x copy		
2	Drawing Plans	Do not crease or fold. The Land & Property Information (LPI) requires plans to be rolled when lodged for registration.	1 x A1 copy 2 x A4 copies		
3	Strata Plan	Do not crease or fold. The Land & Property Information (LPI) requires plans to be rolled when lodged for registration.	3 x A4 copies 1 x A3 copy		
4	Work-as-executed stormwater plans	Stamped and certified by the registered surveyor	1		
5	Form B.10A	OSD WAE survey and certification submission form	1		
6	Form attachment B	OSD WAE dimensions	1		
7	OSD calculation sheet	Approved versus as-installed drainage design/calculations	1		
8	Form B.11	Certificate of Hydraulic Compliance	1		
9	Structural Engineer's Certificate	For OSD tank structure, basement pump-out tank structure, OSD basin retaining wall (whichever is applicable).			

PART 5 - Digital Requirements

All applications must be accompanied by a digital data disc i.e. CD-ROM, DVD-ROM containing **all documentation** (including written documents). This is to assist Council in record keeping and processing.

Applications without a correctly formatted digital data disc will not be accepted.

The files must be in **PDF** format and be able to be opened in Council's digital plan system 'Trapeze Desktop'. Council will check all discs before accepting the application.



Each document/plan requires a separate PDF file e.g. application form, works-as-executed plan, Form B.10A, Form Attachment B, etc each in separate files.

- Standard documents are not required to be above 400 dpi resolution whether they are single page or multipage documents and must not exceed 500MB in size.
- Please contact Council's Senior Records Officers on 9806 5000 if your document exceeds 500MB.

Files named as follows: **Document Type - Property Address**

- Restriction on Use of Land (Form 13RPA) - 30 Darcy Parramatta.pdf
- Positive Covenant (Form 13PC) - 30 Darcy Street Parramatta.pdf
- Work-as-Executed Stormwater Plans - 30 Darcy Street Parramatta.pdf
- Form B.10A - 30 Darcy Street Parramatta.pdf
- Form B.11 - 30 Darcy Street Parramatta.pdf
- Structural Engineer's Certificate - 30 Darcy Street Parramatta.pdf

PART 6 - Council Officer Declaration

6. Officer declaration

I declare that this application is, to the best of my knowledge, complete including all accompanying documentation outlined in the checklist above.

Officer's name

Officer's signature

date: