

SUBDIVISION CERTIFICATE APPLICATION

made under the Environmental Planning and Assessment Act 1979 (Section 109C)(l)(d)) and Strata Schemes (Freehold Development) Act 1973

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 & Owner Details

1. Property details

Address	unit:	house:
	street:	
Lot/DP/SP etc	suburb:	postcode:
	lot:	DP/SP etc:

2. Applicant Details

Full name/company and contact person	family name (or company & ABN):	
	full given names:	
	OR company contact person:	
Postal address		
Contact details	suburb:	postcode:
	home phone:	mobile:
	office phone:	fax:
	email:	date:
	Do you consent to receiving further information requests via email? yes <input type="checkbox"/>	

3. Owners Details

Full name(s)/company	family name (or company & ABN):	
	full given name(s):	
Postal address	suburb:	postcode:
Contact details	home phone:	mobile:
	office phone:	email:

Note: Signatures of all applicants and registered owners are required on the last page of this application. Without these signatures Council cannot accept this application.

OFFICE USE ONLY

Reference:	<input type="text" value="SC/"/>	SC Fee:	<input type="text" value="\$"/>
Date:	<input type="text"/>	Receipt #:	<input type="text"/>

PART 2 - Subdivision Description and Development Application Details

4. Type of subdivision

Subdivision	yes (✓)	no (✓)
Torrens title		
Strata title		
Boundary adjustment		
Easement		

5. Development consent (if it was required)

Development consent reference **DA/_____ /20_____** e.g. DA/1500/2010

Date of DA determination _____

Part 3 - Mandatory Accompanying Documentation Checklist

Item	Description	Notes	Copies Required	Applicant (✓)	Officer (✓)
1	Occupation Certificate	Final occupation certificate issued by Council or private PCA. This includes any supporting documentation.	1x PDF		
2	Conditions of Development Consent	Ensure all conditions have been satisfied.	1x PDF		
3	Deposited Plan Administration Sheet	<ul style="list-style-type: none"> Do not crease. This document will be returned to applicant along with the Subdivision Certificate 	1x PDF		
4	Subdivision or Strata Plan	<ul style="list-style-type: none"> Do not crease. This document will be returned to applicant along with the Subdivision Certificate 	1x PDF		
5	Sydney Water S73 Certificate		1x PDF		
6	Integral Energy Certificate	<ul style="list-style-type: none"> Strata - Compliance Certificate Torrens - Notification of Arrangement 	1x PDF		
7	Proof of LPI registration of any Positive Covenant and Restriction on title	Unless Development Conditions of Consent state otherwise. If an 88B instrument is required then an original document is required also.	1x PDF		
8	Original Deposited Plan Administration Sheet	<ul style="list-style-type: none"> Do not crease. This document will be returned to applicant along with the Subdivision Certificate 	1x Paper		
9	Copy of original Subdivision (A2) / Strata Plan (A3).	<ul style="list-style-type: none"> Do not crease. This document will be returned to applicant along with the Subdivision Certificate 	1x Paper		

PART 4 - Digital Requirements

4. Digital requirements

As of 1st July 2010, 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.

File format requirements:

Applications without a digital data disc will not be accepted.

The files must be in PDF format



One PDF file should contain all plans (Subdivision/Strata)



Each additional accompanying document requires a separate PDF file e.g. application form, statement of environmental effects, heritage report, and internal residential floor plans, etc each in separate files.

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

File name requirements:

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



Subdivision Application Form - 30 Darcy Parramatta.pdf



Occupation Certificate - 30 Darcy Street Parramatta.pdf



Conditions of Development Consent - 30 Darcy Street Parramatta.pdf



Deposited Plan Administration Sheet - 30 Darcy Street Parramatta.pdf



Subdivision / Strata Plan - 30 Darcy Street Parramatta.pdf



Sydney Water S73 Certificate - 30 Darcy Street Parramatta.pdf



Integral Energy Certificate - 30 Darcy Street Parramatta.pdf



Proof of Positive Covenant and Restriction Reg - 30 Darcy Street Parramatta.pdf

PART 4 - Applicant Declaration

6. Applicant declaration

Development Consent has been obtained for the subdivision.

yes no

I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

yes no

Applicant's signature

date:

PART 5 - Owner Consent

7. Owner consent

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I accept that all communication regarding this application will be through the nominated applicant.

In the case of an owners corporation, a seal is required, or if crown land, written authorisation of the relevant statutory authority.

Owner's signature(s)

date:

date:

date:

date:

PART 6 - Council Officer Declaration

8. Officer declaration

I declare that this application is, to the best of my knowledge, complete including all registered owner's consent, all accompanying documentation outlined in the checklist on page 2, application fees and scanning fees.

yes no

Officer's name

Officer's signature

date: