

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):	
	full given names:	
	OR company contact person:	
Postal address		
	suburb:	postcode:
Contact details	home phone:	mobile:
	office phone	fax:
	email:	date:

Note: Applicant is required to sign the last page of this application.

3. Owners details

Full name(s)/company		
Address		
	suburb:	postcode:
Contact details	home phone:	mobile:
	office phone:	fax:
	email:	

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

OFFICE USE ONLY

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

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 2 - Subdivision Description and Development Application Details

4. Type and development details of subdivision

Type of subdivision	Torrens title	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
	Strata title	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
	Boundary adjustment	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
	Easement	yes	<input type="checkbox"/>	no	<input type="checkbox"/>

5. Development consent (if it was required)

Development consent reference	DA/ <input type="text"/>
Date of determination	<input type="text"/>

Part 3 - Accompanying Documentation Checklist

Item	Description	Notes	Copies Required	Applicant (✓)	Officer (✓)
1	Original Parchment Plan	IMPORTANT: Parchment Plan is only required when Subdivision Certificate is subsequently lodged with the Land & Parcel Information (LPI). Original Parchment Plan is not required when a nominated surveyor will electronically lodge the Subdivision Certificate.	1	<input type="checkbox"/>	<input type="checkbox"/>
2	Original Deposited Plan Administration Sheet	Do not crease.	1	<input type="checkbox"/>	<input type="checkbox"/>
3	A3 Copy of original Subdivision / Strata Plan.	Do not crease.	3	<input type="checkbox"/>	<input type="checkbox"/>
4	A4 size copy of Subdivision / Strata Plan	Do not crease.	3	<input type="checkbox"/>	<input type="checkbox"/>
5	Copy of all utilities Certificates i.e. water, electricity and telecommunications	<ul style="list-style-type: none"> • Sydney Water S73 Certificate • Integral Energy Certificate • Telstra Certificate 	1	<input type="checkbox"/>	<input type="checkbox"/>
6	Original 88B Instrument	Do not crease.	1	<input type="checkbox"/>	<input type="checkbox"/>
7	Copy of 88B Instrument	Do not crease.	1	<input type="checkbox"/>	<input type="checkbox"/>

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 signature

date: