



Locked Bag 22 (184 – 194 Bourke Street),  
GOULBURN NSW 2580  
Phone: 4823 4444 - Fax: 4823 4456

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Subdivision Certificate No: \_\_\_\_\_

## SUBDIVISION CERTIFICATE APPLICATION

### Section 1

#### Applicant's details

Name (please print): \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Owner's Consent

As the owner(s) of the subject property, I / we consent to this application:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 2

#### Property Details

Street No. \_\_\_\_\_ Street Name: \_\_\_\_\_

Suburb: \_\_\_\_\_

Lot: \_\_\_\_\_ Section: \_\_\_\_\_ DP: \_\_\_\_\_

### Section 3

#### Consent/Certificate Details

Is development consent required for the subdivision?

No ☐

Yes ☐ ➤ Has development consent been granted?

Yes ☐ ➤ What is the Development Application No? \_\_\_\_\_  
What date was development consent granted? \_\_\_\_\_

No ☐ ➤ Has a Complying Development Certificate (CDC) been issued?

No ☐

Yes ☐ ➤ What is the CDC No? \_\_\_\_\_  
What date was the Certificate issued? \_\_\_\_\_

Has a Construction Certificate been issued for any subdivision work?

No ☐

Yes ☐ ➤ What is the Construction Certificate No? \_\_\_\_\_  
What date was the Certificate issued? \_\_\_\_\_

### Section 4

#### Submitted documentation

Have you submitted all documentation stipulated else where in the application form?

Yes ☐

No ☐ Please stipulate documentation not provided at this stage:

\_\_\_\_\_  
\_\_\_\_\_

### Section 5

#### Office Use Only

Certificate Fee: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Received by: \_\_\_\_\_

Receipt date: \_\_\_\_\_

## Submitted Documentation

The following information **must** be attached with your application (pursuant to Clause 157 of the Environmental Planning & Assessment Regulation 2000).

Please indicate the documents you have attached by placing a tick in the appropriate box:

- ☐ the original plan of the subdivision (in electronic form plus three [3] hard copies and Form 6 prepared by a qualified Surveyor;
- ☐ a copy of the Development Consent or the Complying Development Certificate;
- ☐ a copy of the Construction Certificate (where relevant);
- ☐ a copy of detailed Subdivision engineering plans.

**The following additional information may need to be included with your application.** Please indicate the documents you have attached by placing a tick in the appropriate box:

Does your consent have a deferred commencement date?

No ☐

Yes ☐ ➤ Please attach: ☐ evidence that you have met all the conditions the consent authority required you to meet before the consent can commence.

Does the consent have conditions that you must meet before the subdivision certificate can be issued?

No ☐

Yes ☐ ➤ Please attach: ☐ evidence that you have met those conditions.

Has the Land and Environment Court decided that a drainage easement is necessary over other land so your land can be drained or your drainage can be disposed of?

No ☐

Yes ☐ ➤ Please attach: ☐ evidence that the Council has acquired the necessary easements.

Where development consent has been granted for the development, does the consent allow you to carry out work to do the subdivision (like building roads or a stormwater drainage system)?

No ☐

Yes ☐ ➤ Please attach: ☐ evidence that the work has been completed;

**Or** ☐ evidence that you have agreed with the consent authority:

- that you will pay the consent authority to do the work;
- when the consent authority will do the work.

**Or** ☐ evidence that you have agreed with the consent authority:

- that you will give a security to the consent authority for outstanding work; and
- when the owner/developer will do the work.

*Council collects personal information only for a lawful purpose that is directly related to Council's functions and activities. For further information please contact Council's Privacy Officer or refer to Council's Privacy Management Policy at [www.goulburn.nsw.gov.au](http://www.goulburn.nsw.gov.au)*