



# SUBDIVISION CERTIFICATE APPLICATION

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

Disclaimer: The information provided by you on this form will be used by City of Parramatta 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                       |   |           |
|                                      | suburb:   | postcode: |
| Contact details                      | 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 appli-

#### OFFICE USE ONLY

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



# SUBDIVISION CERTIFICATE APPLICATION

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

Disclaimer: The information provided by you on this form will be used by City of Parramatta 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 of subdivision | Subdivision                  | yes (✓) | no (✓) | No. of Lots |
|------------------------|------------------------------|---------|--------|-------------|
|                        | Torrens title                |         |        |             |
|                        | Strata title                 |         |        |             |
|                        | Stratum                      |         |        |             |
|                        | Other (please specify) _____ |         |        |             |

### 5. Development consent (if it was required)

Development consent reference

DA/ \_\_\_\_\_ /20\_\_\_\_ e.g. DA/ 1500/ 2010

Date of DA determination

## Part 3 - Mandatory Document Requirement Checklist

| Item | Description   | Requirements   | Copies Required  | Applicant (✓) | Officer (✓) |
|------|---|--|--|---------------|-------------|
| 1    | Administration Sheet of the Deposited Plan<br><b>Paper ORIGINAL+ COPY (signed by a Registered Surveyor)</b> | <ul style="list-style-type: none"> <li><b>Original document + copy</b> (original will be returned for submission to Land and Property Information (LPI) once signed by Council)</li> <li>Do not crease or fold originals</li> </ul>    | 2x Paper (1 original <b>plus</b> 1 copy) and 1x PDF      |               |             |
| 2    | Subdivision Plan (Torrens or Strata or Stratum)<br><b>Paper ORIGINAL + A4 COPY of Plan</b>                  | <ul style="list-style-type: none"> <li><b>Original document + copy</b> (original will be returned for submission to LPI once signed by Council)</li> <li>Do not crease or fold originals</li> </ul>                                    | 2x Paper (1x original <b>plus</b> 1x A4 copy) and 1x PDF |               |             |
|      |   | Does the subdivision include dedication of land to Council? <b>YES / NO</b> (please circle)  |  |               |             |
| 3    | s88B Instrument (if indicated on the Admin Sheet)<br><b>Paper ORIGINAL+ COPY</b>                            | If applicable: <b>Original document + copy</b> (original will be returned for submission to LPI once signed by Council) <ul style="list-style-type: none"> <li>Do not crease or fold originals</li> </ul>                              | 2x Paper (1 original <b>plus</b> 1 copy) and 1x PDF      |               |             |
|      |   | Does the 88B Instrument include an easement, restriction or positive covenant where Council is the benefiting authority? (excluding On Site Detention) <b>YES / NO</b> (please circle)   |  |               |             |
| 4    | <b>Final</b> Occupation Certificate   | <b>Copy of the Final Occupation</b> certificate issued by Council or accredited certifier/PCA plus any supporting documentation  | 1x PDF   |               |             |
| 5    | <b>Conditions of Development Consent</b>  | <b>Copy of the Development Consent for subdivision</b>   | 1x PDF   |               |             |
| 6    | Sydney Water— <b>"S73 Certificate"</b>  | "Subdivider/Developer Compliance Certificate" approval from Sydney Water   | 1x PDF   |               |             |
| 7    | Electricity Authority <b>Certificate</b> issued by relevant utility provider                                | <ul style="list-style-type: none"> <li>For Strata subdivision "Compliance Certificate for distribution of electricity"</li> <li>For Torrens Title subdivision "Notification of Arrangement for distribution of electricity"</li> </ul> | 1x PDF   |               |             |
| 8    | <b>LPI</b> registered documents<br>*Positive Covenant (PC)<br>*Restriction on the Use of Land (RV)          | Copy of LPI Registered document/s are required. Copies must include the LPI Dealing number / Barcode, affixed to the top right corner of each document   | 1x PDF of each   |               |             |
| 9    | <b>COLOUR</b> Works-As-Executed Plans (legible)   | <b>Annotations are to be in colour and high resolution</b>   | 1x PDF   |               |             |

**ALL Documentation MUST be completed in full including "Applicant"/ "Owner's" consent and signatures**



# SUBDIVISION CERTIFICATE APPLICATION

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

Disclaimer: The information provided by you on this form will be used by City of Parramatta 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 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 are to be named as follows: **Document Type - Property Address**

-  Subdivision Certificate Application Form - <insert property address>.pdf
-  Final Occupation Certificate - <insert property address>.pdf
-  Conditions of Development Consent - <insert property address>.pdf
-  Deposited Plan Administration Sheet - <insert property address>.pdf
-  Plan of Subdivision - <insert property address>.pdf
-  Sydney Water S73 Certificate - <insert property address>.pdf
-  Electricity Authority Certificate - <insert property address>.pdf
-  Copy of Registered LPI Positive Covenant / Restriction - <insert property address>.pdf
-  Works as Executed Plans - <insert property address>.pdf

City of Parramatta Council  
126 Church Street, Parramatta 2150  
PO Box 32, Parramatta 2124

DX 8279 Parramatta  
Telephone: 9806 5524  
Fax: 9806 5917



# SUBDIVISION CERTIFICATE APPLICATION

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

Disclaimer: The information provided by you on this form will be used by City of Parramatta 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 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:

City of Parramatta Council  
126 Church Street, Parramatta 2150  
PO Box 32, Parramatta 2124

DX 8279 Parramatta  
Telephone: 9806 5524  
Fax:9806 5917