



SUBDIVISION or STRATA CERTIFICATE APPLICATION

Made under the Environment Planning and Assessment Act 1979. Section 109C(1)(d) or Strata Schemes (Free hold Development) Act 1973

OFFICE USE ONLY. Keep this box blank.

Address the application to:

- The General Manager
North Sydney Council
PO Box 12
North Sydney NSW 2059
- Customer Service Centre
North Sydney Council
200 Miller St, North Sydney

- DX 10587 North Sydney

If you need help lodging your application:

Phone our Customer Service Centre on (02) 9936 8100 or come in and talk to us.

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What certificate are you applying for? (must be completed)

land
 stratum
 strata
 consolidation

Information required:

- Refer to Checklist on this application

DOCUMENT TYPE (please tick)

18 - subdivision linked to DA certificate
 38 - subdivision no DA certificate

PART 1 Application and site details

1. Applicant

It is important that we are able to contact you if we need more information. Please give us as much detail as possible.

Mr Mrs Ms Other

Full Family name (no initials) (or Company)

Full Given names (no initials) (or A.C.N.)

Postal address
We will post all letters to this address

Phone () Alternate ()

Mobile () Facsimile ()

Contact Person
Person who may be contacted to discuss the application during business hours

2. Owner's consent

Every owner of the land must sign this form. If the owner is a company, the form must be signed by an authorised director, and the common seal must be stamped on this form. If the property is a unit under strata title or a lot in a community title, then in addition to the owners signature the common seal of the body corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate or the appointed managing agent.

Owner

Address

As owner of the land to which this application relates, I consent to this application. I also consent for authorised council officers to enter the land to carry out inspections relating to this application.

Signature(s)

Without the owner's consent, we will not accept the application. This is a very strict requirement for all applications. If you are signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (eg. power of attorney, executor, trustee, company director, etc).

PART 1 Application and site details *continued....*

3. Location of the property

We need this to correctly identify the land.

Unit No. House No. Street
 Suburb
 Real Property Description (eg. Lot/DP, etc)

These details are shown on your rate notices, property deeds, etc.

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Parcel

Receiving Officer

4. Description of work

Please describe briefly everything that you want approved

Type Boundary adjustment
 Creation of lots to be created How many?

5. Development Consent

Council Consent No.
 Date of Determination

6. Construction Certificate

Certificate Number (If required)
 Date of Issue

PART 2 Checklist & Declaration

All the details sought in the accompanying checklist must be provided.

THE COMPLETED CHECKLIST MUST BE SUBMITTED WITH THIS APPLICATION. FAILURE TO PROVIDE THE REQUIRED DOCUMENTATION OF AN ACCEPTABLE STANDARD WILL RESULT IN YOUR APPLICATION BEING RETURNED.

7. Declaration

If the applicant is a company or strata title body corporate, this declaration must be signed by a director or authorised delegate, under common seal.

I apply for approval to carry out the development or works described in this application. I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

I also understand that if the information is incomplete the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading any approval granted 'may be void'.

I certify that the plans provided in support of this application comply with the development consent.

Signature Date:

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Fees & Deposits	\$	Receipt No.	Date	Fees & Deposits	\$	Receipt No.	Date
Certificate Fee (703)				Inspection Fee (717)			
Archiving (722)				Other			

REQUIRED	SUPPLIED		
<p>1. THE ORIGINAL PLAN OF SUBDIVISION OR STRATA PLAN PLUS 2 COPIES*</p> <p>Prepared by a registered surveyor.</p>	YES	NO	WHY NOT
	<input type="checkbox"/>	<input type="checkbox"/>	
<p>2. ORIGINAL DEPOSITED PLAN OR STRATA PLAN ADMINISTRATION SHEET PLUS 2 COPIES*</p> <p>To accompany plan of subdivision. Not required where panel for signing provided on the plan of subdivision or strata plan.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>3. ORIGINAL 88B INSTRUMENT PLUS 2 COPIES*</p> <p>To accompany plan of subdivision or strata plan only where it is proposed to create any covenants, easements and the like.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>4. 2 x ADDITIONAL COPIES OF ITEMS AT 1, 2 & 3 ABOVE**</p> <p>To provide to Council records for scanning into Council database whilst ensuring working original and copies are not folded or damaged in transfer.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>5. COPY OF FRONT PAGE (ONLY) OF RELEVANT DEVELOPMENT CONSENT OR COMPLYING DEVELOPMENT CERTIFICATE**</p> <p>To indicate the necessary consent is in place for the subdivision.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>6. DOCUMENTARY EVIDENCE THAT ALL RELEVANT CONDITIONS OF CONSENT HAVE BEEN SATISFIED AND NECESSARY WORKS COMPLETED**</p> <p>To demonstrate that all necessary works have been completed.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>7. SECTION 73 (SYDNEY WATER) COMPLIANCE CERTIFICATE WHERE NEW LOTS CREATED**</p> <p>To demonstrate adequate provision for sewer and water.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>NOTES</u></p> <p>* All documents listed at points 1, 2 & 3 above MUST be contained in a protective cardboard tube at lodgement with Council or they WILL NOT BE ACCEPTED. This will ensure statutory documents are not damaged or marked during transfer.</p> <p>** All documents listed at points 4, 5, 6 & 7 above shall be unbound so that they can be easily scanned without interfering with the contained statutory documents.</p> <p>DURING ASSESSMENT, COUNCIL MAY REQUEST ADDITIONAL INFORMATION THAT IS NECESSARY TO PROPERLY DETERMINE THE APPLICATION.</p>			