



# Application for a Subdivision Certificate

SC Number: \_\_\_\_\_

You need a subdivision certificate to have your plan of subdivision registered with the Office of Finance and Services - Land & Property Information. You can use this form to apply to us for a certificate.

To complete the form, please place a cross in the appropriate boxes  and complete the required sections. **To minimise delay in receiving a decision about your application, please ensure you submit all relevant information.**

## 1. Details of the person having the benefit of the development consent

NAME

Mr  Ms  Mrs  Dr  Other

First name

Family name

Company/organisation

ABN

STREET ADDRESS

Unit/street no.

Street name

Suburb or town

State

Postcode

POSTAL ADDRESS (or mark 'as above')

Suburb or town

State

Postcode

CONTACT DETAILS

Daytime telephone

Fax

Mobile

Email

## 2. Identify the land

Unit/street no.

Street or property name

Suburb or town

Postcode

Local government area

Lot/DP or Lot/Section/DP no.

Please ensure that you put a slash (/) between lot, section and DP numbers. If you have more than one piece of land, you will need to separate them with a comma eg 123/579, 162/2.

You can find the lot, section, DP or strata number on a map of the land or on the title documents for the land, if title was provided after 30 October 1983. If you have documents older than this, you will need to contact Land & Property Information (LPI), a division of the Department of Finance, Service and Innovation, for updated details.

## 2. continued...

What is the area of the site?

m<sup>2</sup>

## 3. Details of development approvals granted

Is development consent required for the subdivision?

No

Yes  Has development consent been granted after making a development application?

Yes  What is the development application no.?

What date was development consent granted?

No  Has a complying development certificate been issued?

No

Yes  What is the complying development certificate no.?

What date was the certificate issued?

Describe the subdivision that was approved (eg boundary adjustments, the number of lots)

Has a construction certificate been issued for any subdivision work?

No

Yes  What is the construction certificate no.?

What date was the certificate issued?

#### 4. Information to be attached to the application

Please indicate the material you have attached by placing a cross in the appropriate boxes .

##### Information that must be attached:

- the original plan of the subdivision that has been prepared by a qualified surveyor and five copies of that plan
- a copy of the development consent or the complying development certificate
- a copy of the construction certificate (where relevant) and detailed subdivision engineering plans
- a copy of detailed subdivision engineering plans

##### Additional information you may need to include:

Does your consent have a deferred commencement date?

No

Yes  ➤ Please attach:

- evidence that you have met all the conditions you were required to meet before the consent can commence

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

No

Yes  ➤ Please attach:

- evidence that you have met those conditions

Is your land within a water supply authority's area of operations? (We can advise you.)

No

Yes  ➤ Please attach:

- a certificate of compliance from the water supply authority in relation to your subdivision.

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  ➤ Has the Land and Environment Court ordered you to pay money or give a security to the council so the council can purchase the easement?

No

Yes  ➤ Please attach:

- evidence that the council has purchased 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, and
- 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 to do the work, and
- when the consent authority will do the work.

## 5. Signature

**The owner(s)\* of the land to be developed must sign the application.**

If you are not the owner\* of the land, you must have all the owners sign the application. If the land is Crown land, an authorised officer of the Office of Finance and Services - Land & Property Information must sign the application.

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

Signature

Name

Date

Signature

Name

Date

\* Note: For applications within the Kosciuszko ski resorts area, the approval of the lessee rather than owner is required.

## 6. Privacy policy

The information you provide in this application will enable us to assess your application under the *Environmental Planning and Assessment Act 1979*. If the information is not provided, your application may not be accepted. You have the right to access and have corrected information provided in your application. Please ensure that the information is accurate and advise us of any changes.

## 7. Contact details

Alpine Resorts Team  
Shop 5A, 19 Snowy River Avenue  
PO Box 36, JINDABYNE NSW 2627  
Telephone: 02 6456 1733  
Email: [alpineresorts@planning.nsw.gov.au](mailto:alpineresorts@planning.nsw.gov.au)

Head Office  
320 Pitt Street, SYDNEY 2000  
GPO Box 39, SYDNEY NSW 2001  
Telephone: 1300 305 695  
Email: [information@planning.nsw.gov.au](mailto:information@planning.nsw.gov.au)