**FORM**
(Blanks not to be photocopied)
(Printed on 22-Sep-14 at 14:09)

# (SD-FO-204) SUBDIVISION CERTIFICATE

**Issued under the Environmental Planning and Assessment Ace, 1979 Section 6.4(d)**

**PPIA DISCLAIMER – The personal information provided on this form is collected by *Griffith City Council* for the purposes of processing this application by Council employees and other authorized persons. This form will be stored within Council's record management system and may be available for public access and/or disclosure under various NSW Government legislation.**

*Office Use* Subdivision Application No: _____/_____ Determined: ____/____/_____

## Part 1: Applicant's Details

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other _____

Family name (or company): _____

Given names (or ACN): _____

Postal address: _____ Postcode: _____

Phone: (w) _____ (h) _____ (m) _____ Fax _____

Contact person: _____ E-mail: _____

*I hereby apply for the issue of the Subdivision Certificate for the development described in this application.*

*I declare that all the information given is true and correct. I also understand that if the application is incomplete or does not comply with statutory requirements the application may be rejected/refused.*

Signature of Applicant _____ Date ____/____/_____

## Part 2: Property Description

Street/Rural No _____ Farm No _____ Street _____

Locality/Town _____

Lot(s) _____ Section _____ DP/ SP _____

## Part 3: Landowner's Detail

*As owner(s) of the land to which this application relates. I/we consent to this application. I/we also give consent for authorized Council officers to enter the land/premises to carry out inspections.*

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other _____

Family name (or company): _____

Given names (or ACN): _____

Postal address: _____ Postcode: _____

Phone: (w) _____ (h) _____ (m) _____ Fax: _____

Contact person: _____ E-mail: _____

Signature(s) of Landowner(s) _____ Date ____/____/_____

_____ Date ____/____/_____

_____ Date ____/____/_____

## Part 4: Development Details

Development Consent No: _____/_____ Construction Certificate No: _____/_____

No. of lots approved in DA consent: _____ No. of lots proposed to be created _____

Type of Subdivision: ◯ Torrens Title ◯ Strata Title ◯ Community Title

Were civil or building works required: ☐ Yes ☐ No

Have all the works been completed: ☐ Yes ☐ No ☐ N/A

What works remain uncompleted: ☐ Roads ☐ Water ☐ Sewer ☐ Drainage ☐ Building ☐ Other _____

Will any outstanding works be bonded: ☐ Yes ☐ No (if Yes, an 'Application to Bond outstanding works" shall be submitted)

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## Part 5: Checklist

*Have you included the following information in conjunction with this form? Please tick appropriate box*

| **FINAL PLAN OF SUBDIVISION** | YES | NO | Office Use |
|---|---|---|---|
| ➢ 1 x original 'Final Plan of Subdivision' prepared by a Registered Surveyor | ☐ | | ☐ |
| ➢ 6 x copies of the original 'Final Plan of Subdivision' mentioned above | ☐ | | ☐ |
| **88B INSTRUMENT** – (if Easements or 'Restriction as to User' are proposed): | | | |
| ➢ 1 x original 88B Instrument (to be signed by all relevant parties) listing: | ☐ | ☐ | ☐ |
| ➢ Council as the "Benefited Authority" for all relevant easements (eg: sewer & water) | ☐ | ☐ | ☐ |
| ➢ Council as the Authority authorised to release or modify relevant "Restrictions as to User" | ☐ | ☐ | ☐ |
| ➢ Signatory details for Council to authorise the 88B Instrument (last page of the document) | ☐ | ☐ | ☐ |
| **COMPLIANCE WITH CONDITIONS OF CONSENT** | | | |
| ➢ Have all conditions of the development consent been complied with? | ☐ | | ☐ |
| **APPLICATION TO BOND OUTSTANDING WORKS (SEPARATE FORM)** | | | |
| ➢ Detailing all outstanding works proposed to be bonded | ☐ | ☐ | ☐ |

**The information provided in this application will enable the application to be assessed by Council. If the information is not provided, the application may not be accepted. No draft plans will be accepted as part of this application, however Council may consider assessing draft plans/88B Instruments separately prior to the submission of an application for a Subdivision Certificate if applied for in writing. Such applications will be subject to fees outlined in Council's Revenue Policy.**

## Lodgement of Application

***Hours of Lodgement:***

Monday to Friday: 8:15am – 4:00pm

***Fees:***

Fees are payable on lodgement as per Council's current Revenue Policy. Quotations are available by contacting Council's Customer Service Centre on (02) 6962 8100.

***Payment methods:***

Payment can be made by cash, cheque, EFTPOS or Credit Card (Cheque or Savings accounts only). Cheques are to be made payable to 'Griffith City Council'.

***Acknowledgement:***

A Tax Invoice/receipt specifying the type and amount of fees paid will be issued at the time of lodgement.

***Postal address:***

The General Manager
Griffith City Council
PO Box 485
GRIFFITH NSW 2680

***Courier or Personal Delivery:***

Customer Service Centre
Ground Floor
Griffith City Council Administration Building
1 Benerembah Street
GRIFFITH NSW 2680

***How to contact us:***

Phone: (02) 6962 8100
Fax: (02) 6962 7161

E-mail: admin@griffith.nsw.gov.au

Web: www.griffith.nsw.gov.au