



Warringah Council

# Application for Subdivision Certificate

Made under the Environmental Planning and Assessment Act 1979, (Section 109)

### Address the application to:

The General Manager  
Warringah Council  
Civic Centre, 725 Pittwater Rd  
Dee Why NSW 2099

**Or**

Customer Service Centre  
Warringah Council  
DX 9118 Dee Why

### If you need help lodging your application:

Phone our Customer Service Centre on (02) 9942 2111 or come in and talk to us

### To lodge your application:

Phone quality application checker on (02) 9942 2749 to make an appointment

### Office Use Only

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June 09

**For applicable fees and charges, please refer to Council's website: [www.warringah.nsw.gov.au](http://www.warringah.nsw.gov.au) or contact our Customer Service Centre.**

## Privacy and Personal Information Protection Notice

The personal information requested in this form is required by or under the Environmental Planning and Assessment Act 1979 and will only be used by Warringah Council in connection with the requirements of that Act and any other relevantly applicable legislation relating to the subject-matter of this application. The information is being collected for the following purposes, namely, to enable us to (1) process and determine your application; (2) contact you in relation to your application should that be necessary; and (3) keep the public informed by making the application publicly accessible. If you do not provide the information, Council will not be able to process your application, and your application will be rejected.

Your application will be available to Councillors and Council Officers. Members of the public have certain rights of access to information and documents held by Council under the Freedom of Information Act 1989 (NSW), s.12 of the Local Government Act 1993 (NSW), and under the Privacy and Personal Information Protection Act 1998 (NSW) to the extent permitted by those Acts.

Warringah Council is to be regarded as the agency that holds the information, which will be stored on Council's records management system or in archives and may be displayed on DAs Online (except as regards to personal particulars). You have a right to access information within the meaning of the Privacy and Personal Information Protection Act 1998 (NSW) on application to Council, and to have that information updated or corrected as necessary. Please contact Warringah Council if the information you have provided is incorrect or changes or if access is otherwise sought to the information. In addition, a person may request that any material that is available (or is to be made available) for public inspection by or under the Local Government Act 1993 (NSW) be prepared or amended so as to omit or remove any matter that would disclose or discloses the person's place of living if the person considers that the disclosure would place or places the personal safety of the person or of members of the person's family at risk. Any such request must be made to Council's General Manager: see s.739 of the Local Government Act 1993 (NSW).

### What certificate are you applying for?

- Torrens title       Boundary adjustment       Stratum       Strata

## PART 1 Site Details

### 1.1 Location of property

We need this to correctly identify the land.

Unit no.

House no.

Street

Suburb

Real property description  
(e.g. Lot/DP)

### 1.2. Description of works

Type

Lots to be created (if applicable)

### 1.3 Development consent

Please provide a brief description of consent

Council consent number

Date of determination

Description of consent

### 1.4 Construction certificate

Certificate number (if required)

Date of issue

**This page is not made electronically available on DAs Online**

## **PART 2 Applicant(s) Details**

Applicant(s) details

Mr  Mrs  Ms  Other

It is important that we are able to contact you if we need more information.

Full family name(s) (no initials) (or company)

Please give us as much detail as possible.

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

Postal address

We will post all letters to this address

Postcode

Phone number ( ) Alternate ( )

Mobile number ( ) Facsimile ( )

Contact Person

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

## **PART 3 Owner(s) Consent**

Owner(s) consent

Owner(s)

Council cannot grant consent if owner(s) consent is not provided.

Address

  
  

As owner(s) of the land to which this application relates, I/We consent to this application. I/We also consent for authorised Council officers to enter the land to carry out inspections relating to this application. I/We accept that all communication regarding this application will be through the nominated applicant(s).

Signature(s)

### **Every owner of the land must sign this form.**

**Company / Organisation**

Provide one of the following:

- Signature of director and common seal stamped on the form.
  - Letter on company letterhead signed by authorised person and the common seal stamped on the letter.
- Note: A copy of ASIC certificate may be accepted in place of the company's common seal.

**Strata title / Body corporate**

If the property is a unit under strata title or a lot in a community title, then in addition to the owner(s) signature one of the following must be provided:

- The common seal of the body corporate must be stamped on this form over the signature of the owner(s) and signed by the chairman or secretary of the body corporate or the appointed managing agent.
- A letter on strata management letterhead.
- Minutes signed by body corporate chairman.

**New owner(s)**

If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:

- A copy of the Certificate of Title.
- A letter from your solicitor confirming settlement.
- Previous owner(s) to provide owner(s) consent.

**Signing on owner(s) behalf**

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 (e.g. Power of attorney, executor, trustee, company director, etc).

**Joint wall / Fence**

When works affect a joint wall or fence, consent of all property owner(s) is required (e.g. Semi-detached or terrace dwelling and boundary fences).

**PART 4 Checklist and Declaration**

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

Please see Part 2 for requirements for companies or units under strata or community title.

Declaration

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

I/We also understand that if the information is incomplete, the application may be delayed or rejected or more information may be requested.

I/We acknowledge that if the information provided is misleading any approval granted 'may be void'.

I/We certify that the plans and specifications submitted in support of this application are fully compliant with the relevant development consent.

Applicant(s) signature(s)	Date ___/___/___
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**Credit Card Details - Council Payment Fax No. (02) 9942 2606**

Please charge my  American Express  Master Card  Visa

Card number             Expiry date  /

Card holder's name  Amount \$

Signature  Phone (  )  daytime

**Please note that all credit card payments are subject to a 1% service fee.**



# Subdivision Certificate

REQUIRED	SUPPLIED		
	YES	NO	N/A
A list of documents accompanying the application			
<b>PLAN OF SUBDIVISION (9 copies and original)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Original plan of subdivision prepared by a registered surveyor and nine copies of the original plan. Please provide plan in a cylinder or hard folder.			
<b>DEVELOPMENT CONSENT OR COMPLYING DEVELOPMENT CERTIFICATE</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevant development consent or complying development certificate and evidence that all relevant conditions of consent have been satisfied.			
<b>DETAILED SUBDIVISION ENGINEERING PLANS (3 copies)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Three copies of detailed subdivision engineering plans for all applications involving engineering works (where applicable).			
<b>DEFERRED COMMENCEMENT CONSENT</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For a deferred commencement evidence that the applicant has satisfied the consent authority on all matters which must be satisfied before the consent can operate.			
<b>CERTIFICATE OF COMPLIANCE</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A certificate of compliance from Sydney Water for all applications involving the creation of new lots (section 73 certificate)			
<b>ORDER OF THE LAND AND ENVIRONMENT COURT (SECTION 40)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a subdivision is the subject of an order of the Land and Environment Court under section 40 (provision of easements) of the Land and Environment Court Act, 1979, evidence that required drainage easements have been acquired.			
<b>SUBDIVISION WORKS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For subdivision involving subdivision works, evidence that:			
<input checked="" type="checkbox"/> The work has been completed in accordance with the development consent,			
<input checked="" type="checkbox"/> Agreement reached with Council regarding payment of the cost of the work or as to the time to carrying out the work, or			
<input checked="" type="checkbox"/> Security given to Council with respect to the completion of the work.			
<input checked="" type="checkbox"/> Payment of all fees relevant to the subdivision (Receipt no. _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CONFIRMATION OF SUBMISSION OF ALL REQUIRED DOCUMENTATION</b>			
<div style="border: 1px solid black; padding: 5px; text-align: right;">Date ___/___/___</div>			
Signature of surveyor/architect/person preparing plans (Confirming submission of all required documentation)			