

## Application for Subdivision Certificate

### A1. Applicant

Surname/s	<input type="text"/>	Given Name/s	<input type="text"/>
<b>OR</b>			
Company/ Organisation	<input type="text"/>	ABN	<input type="text"/>
Postal Address	<input type="text"/>		
Telephone	<input type="text"/>	Mobile	<input type="text"/>
Facsimile	<input type="text"/>	Email	<input type="text"/>

### A2. Owner's Consent

- Individual Ownership and Joint Ownership
- Organisation/Company Ownership
- Strata Property

**NOTE!** A separate owner's consent form will be generated depending on what option is selected.  
This signed form will need to be scanned for inclusion with your submission to Council.

### A3. Land Description

Lot Number	<input type="text"/>	Section	<input type="text"/>	DP/NPP/SP	<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>
Unit/Street No	<input type="text"/>	Street	<input type="text"/>		
Suburb/Town	<input type="text"/>				

# Subdivision Certificate Application

## A4. Description of Development

Description	<input type="text"/>	No of Lots	<input type="text"/>
DA No.	<input type="text"/>	Date of Determination	<input type="text"/>
CC No.	<input type="text"/>	Date of Determination	<input type="text"/>

## A5. Subdivision Type

- |                                      |                                            |
|--------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Earthworks  | <input type="checkbox"/> Roadworks         |
| <input type="checkbox"/> Industrial  | <input type="checkbox"/> Rural             |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Rural Residential |

## A6. Lodgement via EPlan

- Yes  
 No

## A7. Payment of Application

Once your application(s) has been lodged, you will receive a Tax Invoice(s) via email. Please indicate how you wish to pay.

- By Post      Please post your cheque, made payable to Tweed Shire Council.
- By Telephone      Via Council's dedicated credit card payment telephone line.
- In Person      Cash, cheque, EFTPOS and credit cards (Visa and MasterCard) are accepted at either of the Customer Service offices between 8.30am and 4.00pm (AEST) Monday to Friday.

**NOTE!**      A surcharge applies to payment via credit card.

## A8. Declaration

I declare that all the information in this application is true and correct.

I understand that if the information is incomplete the application may be delayed or rejected.

Applicants Name	<input type="text"/>
Date	<input type="text"/>

## A9. Required Attachments

The matters detailed in note 1 need to accompany the application for a subdivision certificate.

# Subdivision Certificate Application

## NOTES:

1. The following information (electronic PDF) must accompany an application:
  - Subdivision Certificate fee as per the current fees and charges.
  - Original plan of subdivision prepared by a registered surveyor and applicable 88B Instrument.
  - Relevant development consent or complying development certificate, including written detail confirming compliance with each condition of consent.
  - Detailed subdivision engineering plans endorsed with a construction certificate (where applicable).
  - For deferred commencement consent evidence that the applicant has satisfied the consent authority on all matters which it must be satisfied of before the consent can operate.
  - Evidence that the applicant has complied with all conditions of consent, that it is required to comply with before a subdivision certificate can be issued (where applicable).
  - A certificate of compliance form the relevant water supply authority (where applicable).
  - If a subdivision is the subject of an order of the Land and Environment Court under section 40 of the *Land and Environment Court Act 1979* evidence that required drainage easements have been acquired by the relevant council.
  - For subdivision involving subdivision works evidence that:
    - The work has been completed, (Compliance Certificate), or
    - Agreement reached with the relevant consent authority regarding payment of the cost of work or as to the time for carrying out the work, or
    - Security given to the consent authority with respect to the completion of the work.
  - Works as Executed plans for all works.
  - Documentary evidence that all matters contained in Section 109J of the Environmental Planning and Assessment Act 1979 have been complied with.
  - Written evidence that the proposed road/street names have been approved.

**[THIS NOTES PAGE IS NOT REQUIRED TO BE SUBMITTED WITH YOUR APPLICATION]**