

## Application for Strata Subdivision Certificate

made under the *Strata Schemes Development Act 2015*

### A1. Approval Type

Application is hereby made for:

- A Proposed Strata Plan  A Notice of Conversion  
 A Proposed Strata Plan of Subdivision

### A2. Applicant

Surname/s

Given  
Name/s

OR

Company/  
Organisation

ABN

Postal  
Address

Contact No

Mobile

### A3. 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.*

### A4. Land Description

Lot Number

  
  
  
  

Section

  
  
  
  

DP/NPP/SP

  
  
  
  

Unit/Street No

Street

Suburb/Town

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### A5. Description of Development

Number of Proposed Lots

Existing use of land/buildings

### A6. Certification

I hereby certify that:

- i. All conditions of Development Consent No.  have been complied with; and
- ii. All conditions of Building Permit No./Construction Certificate No.  have been complied with; and
- iii. A final building inspection has been satisfactorily completed on  by:
- Council's Building and Environmental Health Unit
- Private Certifier:

### A7. Payment of Application

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

- ePayment Use Council's online portal to pay your rates, water and sundry debtor notices and application invoices:  
<https://eproperty.tweed.nsw.gov.au/>
- In Person Visit us at Brett Street, Tweed Heads or Tumbulgum Road Murwillumbah during office hours. Council accepts payments by cash, cheque, money order, EFTPOS, Visa and Mastercard.
- By Mail Please make cheques payable to Tweed Shire Council, crossed 'not negotiable' and mail to Tweed Shire Council, PO Box 816, Murwillumbah NSW 2484. Do not send cash through the mail.

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

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### A8. Privacy and Personal Information Protection Notice

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

Some information requested by Council for this application constitutes personal information under the *Privacy and Personal Information Protection Act 1998* (NSW).

Purpose of Collection: For Council to carry out lodgement of the application.

Intended Recipients: Council staff, Government agencies

Supply: Voluntary, Council may not be able to accept your application if information is not provided.

Right of Access / Correction: Contact Council (02) 6670 2400 or email [tsc@tweed.nsw.gov.au](mailto:tsc@tweed.nsw.gov.au)

Storage Details: Tweed Shire Council, 10-14 Tumbulgum Road, Murwillumbah NSW 2484

Applicants Name

Date

## **Application for Strata Subdivision Certificate**

### **NOTES:**

1. It is the responsibility of the applicant and owner to ensure that prior to lodging a Strata Application:-
  - All conditions of any relevant development consent and building permit have been complied with; and/or
  - The development has been constructed in accordance with any Construction Certificate; and;
  - A final building inspection has been satisfactorily completed.
2. The application must be accompanied by the original Strata Plan together with an Identification Survey and report and the prescribed fee.

Failure to comply with these requirements will result in rejection of the Strata Plan and re-lodgement fees will apply.

3. For those developments which have been privately certified please ensure that: -
  - A final Construction Certificate has been issued.
  - A final Occupation Certificate has been issued.
  - A final Plumbing Inspection has been satisfactorily completed by Council.

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