

## 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"/>		
Contact No	<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"/>				

### 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"/>

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### 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

**NOTE!** The matters detailed in note 1 need to accompany the application for a Subdivision Certificate.

### 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.

### 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 Subdivision Certificate

## NOTES:

1. The following information must accompany your application for a Subdivision Certificate:
  - One hardcopy of the following:
    - i. Administration Sheet (must be original document)
    - ii. 88B Instrument (must be original document)
    - iii. Plan of Subdivision (can be a copy of the original document)
  
2. An electronic copy in PDF format of the following:
  - 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 Subdivision Works 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 from 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 issued), or
    - Agreement reached with the relevant consent authority regarding payment of the cost of outstanding 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 6.15 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]**