

Subdivision Certificate Application

Issued under Section 6.4(d) of the Environmental Planning and Assessment Act 1979

Lodge Applications at Ballina Shire Council • 40 Cherry Street Ballina (Mon-Fri 8.15am to 3.00pm)
mail PO Box 450 Ballina 2478 • **e** council@ballina.nsw.gov.au • **abn** 53 929 887 369
t 1300 864 444 • **w** ballina.nsw.gov.au • **credit card payments e** terminal22@ballina.nsw.gov.au

Use this form to apply for a subdivision certificate or strata subdivision certificate. Once completed, you can submit this form together with the required information and fee payment by mail or in person. Please refer to the lodgement details on this form.

If this application form is not completed correctly or is not accompanied by all the necessary information, processing delays may result or the application may be returned to you.

Applications are to be lodged prior to 3.00pm Monday to Friday. Applications submitted after 3.00pm will be processed and receipted the following business day.

1. Applicant Details *all correspondence will be forwarded to this name and address*

Title	Name
<input type="text"/>	<input type="text"/>

Company / Organisation	ABN
<input type="text"/>	<input type="text"/>

Postal Address

Email Address	Telephone <i>business hours</i>
<input type="text"/>	<input type="text"/>

Applicant Signature	Date
<input type="text"/>	<input type="text"/>

Note: By signing this application you are confirming that you have the authority to act on behalf of the owner of the subject land.

Person authorised to collect Subdivision Certificate & Plans

2. Subject Land

Unit / Street Number	Street
<input type="text"/>	<input type="text"/>

Suburb / Town / Locality	Postcode
<input type="text"/>	<input type="text"/>

Lot/DP or Lot/Section/DP or Lot/Strata Plan Number

Office Use Only	DA Number	CDC Number	Parcel Number
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Fee \$	Date received	Receipt number
	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Description of Development

Description of subdivision approved

Number of lots

Type:

Strata

Torrens

Boundary adjustment

Re-signing

Other

Is this application being lodged for a stage within an approved subdivision?

Yes



please indicate for which stage you are seeking a Subdivision Certificate

No

4. Development Approval / Certificate Issued Details

Development Consent Number

Date approved

Construction Certificate or Complying Development Certificate Number

Date approved

Is this application being lodged for a development whereby consent/approval was not required?

Yes



please provide separate written details confirming exemption from any prior approval/consent

No

5. Development Approval / Certificate Issued Details

The following documentation where applicable must be lodged with Council in order for this application to be processed.

					office use only
1. Deposited Plan Administration Sheet <i>this document will be returned to the applicant along with the Subdivision Certificate</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
2. Subdivision or Strata Plan <i>this document will be returned to the applicant along with the Subdivision Certificate</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
3. 88b or 88e Instrument <i>this document will be returned to the applicant along with the Subdivision Certificate</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
4. Payment of Section 7.11 and Section 64 Developer Contributions <i>copy of receipt as evidence that required contributions have been paid</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
5. Conditions of Development Consent <i>a checklist which demonstrates all conditions have been satisfied</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
6. Occupation Certificate <i>Final Occupation Certificate issued by Council or private PCA including any supporting documentation</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
7. Additional Information (specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>

6. Privacy and Copyright Notice

The completed Modification to Consent application form and any documents submitted with the application contains personal information that is being collected in order to assess, process and determine the application under the provisions of the Environmental Planning and Assessment Act 1979 (EP&A Act).

The information will be processed by the Planning and Environmental Health Division of Ballina Shire Council and will be made available to public enquiries under the Government Information (Public Access) Act 2009 (GIPA). The information will be stored in Council's electronic document management system.

The information supplied is required under the EP&A Act. The supply of the information is voluntary, however if it is not supplied Ballina Shire Council may be unable to process the application.

Application and documents will be made publicly available

This application form (including any personal information and other information supplied on the form) and any document submitted with the development application (including any related information lodged following the initial application) will be made publicly available on Council's DAs online, and in other ways that the Council considers appropriate in accordance with sections 6 and 18 of the GIPA, and Schedule 1 of the GIPA Regulation.

Copyright Notice

You are advised that Council will make copies (including electronic copies) of the application and accompanying plans and documents for the purpose of complying with its obligations under the EP&A Act and the Local Government Act 1993. In addition the Council may make such further copies as are necessary to facilitate a thorough consideration of the development application. This includes the application form, plans and supporting documentation and the publishing of same to DAs online. The applicant is responsible for obtaining all copyright licences necessary from the copyright owners for this purpose.

Electronic Lodgement Requirements for Documents and Plans

To lodge an application, Ballina Shire Council requires an electronic copy of all plans and documentation to be submitted on a USB. The USB will become the property of Council.

Council considers the electronic document to be the original and it is the responsibility of the document sender to ensure that documents transmitted are complete and accurate.

All information provided subsequent to the initial lodgement is also subject to these standards.

Electronic File Standards

Electronic documents must satisfy the following criteria:

Accuracy

Documents must be exact and fully legible reproductions of the original documents or plans.

File Format

All documents must be submitted in PDF or PDF/A format.

All security settings and restrictions such as password protection, editing and printing must be disabled.

Documents should not be scanned. They must be directly created or converted into PDF or PDF/A from their original file format.

File Naming Conventions

File naming conventions apply to all electronic documents, including plans and application forms. File names are to match the document requirements as listed in the File Name Guidelines.

Documents

All documents must be A4 formatted and optimised for minimum size (for online publishing).

Files larger than 20MB should be broken up into logical parts and supplied as separate files.

Note: Subfolders and zip files must not be used.

Media Storage

Electronic documents are to be provided on a USB memory stick and labelled with the applicant's name and the property address to which the application relates.

Multipage Documents

Multiple paged documents should be provided as one complete document and not as single files. Multiple paged documents are to be bookmarked to indicate the relevant sections of the document.

Plans

Plans are to be saved in PDF format, grouped and titled using the required naming conventions as listed in the File Name Guidelines.

Plans must be to scale and the scale should be clearly displayed on every page.

The scale needs to state the original plan size, for example:

- 1:100 and separately state the original sheet size (eg A3), or
- 1:100@A3

Plans are to be rotated to the correct orientation (landscape or portrait).

Plans should not be scanned. They must be directly created or converted into PDF or PDF/A from their original format.

Colour or grayscale plans are preferred and are to have a minimum resolution of 300 dpi.

Photos or Photomontages

Photos are to be optimised for minimum size and provided as PDF or PDF/A format.

File Name Guidelines

	name of multi-page file	examples of documents to include
<p>Application Information</p> <p>please attach one multi-page PDF bookmarked to each document</p>	<p>Lodgement Documents</p>	<ul style="list-style-type: none"> • Application Form • Fee Quotation Sheet • Owner's Consent
	<p>Proof of ownership documents are to be provided as separate files, not part of the lodgement set e.g. sales contract, property title, and power of attorney information.</p>	
<p>Certificates and Other Documents</p> <p>please attach as individual PDF documents as required</p>	<p>name of individual files</p> <p>Certification - Survey</p> <p>Certification - Services - Telecommunications</p> <p>Certification - Services - NBN</p> <p>Certification - Services - Electricity Supply</p> <p>Certification - Design Compliance</p> <p>Certification - Engineering Compliance</p>	
<p>Plan Sets - Civil Works, Large Scale Commercial and Subdivision</p> <p>please attach individual PDF documents for each type of plan set</p>	<p>name of individual files</p> <p>WAE Plan Set - Drainage</p> <p>WAE Plan Set - Hydraulic</p> <p>WAE Plan Set - Landscape</p> <p>WAE Plan Set - Road Works</p> <p>WAE Plan Set - Stormwater</p> <p>Plan Set - Strata</p> <p>Plan Set - Subdivision</p> <p>Plan Set - Survey</p>	
<p>Reports</p> <p>please attach individual PDF documents for each report as required</p> <p>appendices and attachments to be bookmarked</p>	<p>name of individual files</p> <p>Report - Access</p> <p>Report - Bushfire Assessment</p> <p>Report - Contamination</p> <p>Report - Geotechnical</p> <p>Report - Stormwater Management</p> <p>Developer Assets Template</p>	