

» Subdivision Certificate lodgement checklist

Use this guide to documents required when applying for a Subdivision Certificate or Strata Subdivision Certificate through the NSW Planning Portal



DOCUMENTS TO ACCOMPANY CERTIFICATE

Deposited/Strata Plan Administration Sheet	■	■ Document required
Plan of Subdivision/Strata Subdivision	■	■ Document required
Section 88B Instrument	■	■ Document may be required
Copy of Development Consent or Complying Development Certificate	■	■ Document required
Copy of Construction Certificate or Subdivision Works Certificate	■	■ Document required
Copy of Occupation Certificate	■	■ Document may be required
Section 7.11 or Section 64 Developer Contributions payment	■	■ Document may be required
WAE Drawings	■	■ Document may be required
Asset Files	■	■ Document may be required
Service Authorities (eg. electricity and NBN)	■	■ Document may be required
Schedule of Compliance	■	■ Document required

» Document Definitions

ASSET FILES	In connection with the Works-as Executed (WAE) drawings the proponent shall submit an electronic listing of all road, stormwater, water and sewer assets generated by the development. Copies of the Asset spreadsheet are available from Council's website .
DEPOSITED / STRATA PLAN ADMINISTRATION SHEET	The administration sheet is an approved form for signatures that replaces the need to endorse signatures and seals on the plan. The administration sheet must contain all the signatures, seals and certificates required by the Registrar General, endorsed in the appropriate panels on the approved form.

» If you have any questions please contact:

Council's Planning and Environmental Health Division, ph 1300 864 444.

ballina.nsw.gov.au

» Document Definitions

PLAN OF SUBDIVISION/ STRATA SUBDIVISION

Subdivision Certificate applications require a plan of subdivision/strata subdivision which is consistent with the development consent or complying development certificate and is suitable for lodgement for registration with NSW Land Registry Services.

Where applicable, the plan and Section 88B instrument (refer to definition below) must include the following:

- existing and proposed easements, covenants and restrictions
- dedications of land for public roads and reserves.

SECTION 88B INSTRUMENT

Section 88B of the Conveyancing Act 1919 enables the creation and release of affecting interests (only easements and profits à prendre may be released) upon the registration of a deposited or strata plan. The Plan must be accompanied by a section 88B instrument in accordance with clause 18(3) Conveyancing (General) Regulation 2018.

Affecting interests include:

- easements
- profits à prendre
- restrictions on the use of land
- positive covenants.

For further information – refer to [NSW Land Registry Services](#)

SCHEDULE OF COMPLIANCE

This document must be completed by the applicant in order to demonstrate how all relevant conditions of the development consent/complying development certificate have been complied with.

The document must be in table form and provide a list of each consent condition under the development consent (and any subsequent modification thereto)/complying development certificate and then set out how each condition has been complied with, including the submission of supporting documentation.

All supporting documentation must be clearly cross referenced in the table, with links provided to relevant sections addressing consent conditions.

An example of the required format is provided below:

SCHEDULE OF COMPLIANCE DA 2022/1236				
Condition No.	Brief wording of DA Condition	Details of how Condition has been satisfied	List of supporting documents attached	Council Checklist (for office use only)
28	Provision of telecommunication and electrical services	Refer to the attached letters from the relevant authorities: <ul style="list-style-type: none"> • Energex, dated 31 May 2022 • Telecom, dated 22 April 2022 	Refer to Pages 2 and 3 in Appendix H	

SERVICE AUTHORITIES

Written notification or certification is to be provided to the Council that electricity and communication/ telephone/NBN services have been installed and commissioned for the development to the satisfaction of the relevant authorities.

WORKS AS EXECUTED PLANS (WAE)

Plans are to be provided to Council which show the constructed infrastructure. An electronic file of the WAE information in AutoCAD and PDF format is required. All AutoCAD data is to be on MGA zone 56 coordinates and AHD for levels with separate layouts within the drawing for roads, water, sewer and stormwater drainage. Separate PDF drawings shall be provided for roads, water, sewer and stormwater drainage.