



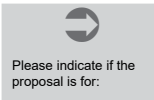
# Application for Subdivision Certificate, Strata Certificate or Other Subdivision Registration Related Matters

Use this form to apply for a Subdivision Certificate or Subdivision related matter. To complete this form, please place a tick in the boxes and fill out each section as appropriate. **To reduce the delay in receiving a decision, please ensure you lodge all relevant information.**

Please indicate the type of subdivision or related matter by placing a cross in the appropriate box

## Torrens Title Subdivision

(under Section 6.3 of the Environmental Planning and Assessment Act, 1979)



Community Scheme

Consolidation

Boundary Adjustment

Redefinition

**Strata Subdivision** (under Part 4 of the Strata Schemes Development Act 2015)

**Stratum Subdivision**

## Easements or Rights of Carriageway



Memorandum of Transfer & Grant  
(Real Property Act 1900)

Creation  
(Conveyancing Act 1919)

Extinguishment > Private OR Council

**Termination of Strata Subdivision**

**Creation of Positive Covenant**

**Miscellaneous Subdivision Matters** (please describe)

## OFFICE USE ONLY

SubCert No.

DA No.

Additional Title Searches:

Company Search Required?

Receipt No.

Date Received

DEO Initials

## 1. Details of the applicant

(these details are to be of the person/s signing this application as applicant on page 2 of this form)

Mr  Ms  Mrs  Dr  Other  \_\_\_\_\_

Given Name or Company Name

Family Name (or ACN)

Unit/Street No. Street Name (postal address)

Suburb State Postcode

If postal address is to be a c/-, please provide Company Name

Daytime telephone / Mobile Email Approval/refusal documentation will be emailed to this address

Contact person and Contact number (person who may be contacted to discuss the application during business hours)

- Council Application  
 Staff Member

## 2. Identify the land



OFFICE USE ONLY

Unit/Street No.

Street Name

Suburb

Postcode

Lot no.

DP / SP / MPS no.

Is access to the site available?    Yes    No ▶ If No, state why  
(e.g. dog, tenant, locked gate, difficult terrain)

---

---

## 3. Describe the development consent that has been granted



Describe the subdivision that the consent allows

---

---

What is the development application no?

What is the date of this consent?

## 4. Declaration by applicant



I hereby declare that all works in relation to the subdivision have been completed in accordance with the approved plans and conditions of development consent and that all of the relevant attachments and certificates as required under Section 8 of this application form have been included.

**Signature**

.....  
Name of Applicant

.....  
Date

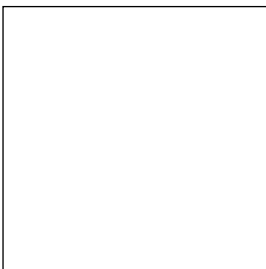
## 5. Owners' Consent

### All owner(s) of the land to be developed must sign the application

If the owner is a company or superannuation fund, Council will require an additional fee for a search of ASIC's *Organisations and Business Names Register*.

Being the owner of the land to which this declaration relates, it is necessary to verify that you are aware of the applicant's intention to lodge an application for a Subdivision Certificate.

Owners' names must match those included in Council's rates system. If the owner is a company or corporation, then a director, secretary or authorised delegate must sign. If the land is Crown land, an authorised officer of the relevant Crown authority must sign the application. For Strata schemes, the consent of the Owners Corporation is needed.



Strata Owners'  
Corporation  
Common Seal

### Owner(s) Declaration

As the owner(s) of the above property, I/we consent to the making of this application and authorise and consent to entry of the property site by Council officers for the purpose of processing this application and inspecting the site during development/building works.

I/we consent to entry of the property by Council officers for the purpose of processing this application.

\_\_\_\_\_  
If signing on behalf of a company, include signatory's capacity to sign.

### Owner(s) details

Mr Ms Mrs Dr Other

First Name(s)

Family name / Company Name

Unit/Street No.

Street Name

Suburb

State

Postcode

Daytime Phone / Mobile

Email

### Owners Signature <sup>1</sup>

.....  
Name/ Position (e.g. John Smith/ Director)

Date

### Owners Signature <sup>2</sup>

.....  
Name/ Position (e.g. John Smith/ Director)

Date

## 6. Authorisation of agent to collect endorsed Plan of Subdivision

I authorise my agent (nominated on the right) to collect the endorsed plan of subdivision that is the subject of this application.  
(Please note – Suitable identification must be produced at the time of collection)

Name of Agent

### Signature of Applicant

.....  
Name of Applicant

Date

## 7. Privacy Policy

The information you provide in this application will enable your application to be assessed by Council and any relevant state agency. If the information is not provided, your application may be delayed. The application will be kept in a register by Council that can be viewed by the public at any time. Please contact us if the information in your application is incorrect or changes.

## 8. Lodgement requirements for all proposals

For use by the applicant

Office use only

A completed **application form**, authorised by :

- The owner of the land to which the application relates, or
- Any other person, with the Consent in writing of the owner of the land.

Where the owner is a company, Council will require an additional fee for a search of ASIC's *Organisations and Business Names Register*.

1 copy of:

- the **completed and signed Plan of Subdivision**, prepared by a registered surveyor and including the information shown in **Appendix A**. If the plan is to be lodged as a paper copy with the NSW Land Registry Service, it **must** be to scale and on the paper size shown in the top left corner of the plan.
- when proposed, the **completed and signed Legal Instrument**, prepared by a registered surveyor and including the information shown in **Appendix B**
- when proposed, the **Community Management Plan**, in the case of a Community Title Scheme under the Community Land Development Act 1989

For termination of strata subdivision, supporting evidence of all information required for lodgement with NSW Land Registry Services

A copy of the relevant **Development Consent** or **Complying Development Certificate**.

A copy of any relevant **Construction Certificate**

A copy of the **Detailed Engineering Works as Executed Drawings**, annotated in colour, clearly legible and appropriately certified by a Registered Surveyor and suitably qualified Engineer. For stratum subdivision, the Works as Executed drawings must be of the built form demonstrating that the stratum boundaries are correct. Alternatively, certification must be provided from the Registered Surveyor that the stratum boundaries are consistent with the built form.

If a Deferred Commencement Consent has been issued in relation to this matter, evidence verifying that the applicant has satisfied Council on all matters that must be satisfied before the consent can operate.

Evidence verifying that the applicant has complied with all conditions of Consent that it is required to comply with before a Subdivision Certificate can be issued. Usually this will be a copy of the **Final Occupation Certificate**.

Where subdivision is proposed, **evidence** (eg. photographs) that **numbering on letterboxes** is consistent with the requirements of any relevant development consent or Council's street numbering system.

The **original paper Section 73 Certificate** of Compliance from Sydney Water where required. Where the proposal includes separate development consents for the construction and subdivision all Section 73 certificates must be provided.

For further information please refer to the Sydney Water Publication – "Types of development that need a Section 73 Certificate" at: [http://www.sydneywater.com.au/web/groups/publicwebcontent/documents/document/zgrf/mdq1/~edisp/dd\\_045401.pdf](http://www.sydneywater.com.au/web/groups/publicwebcontent/documents/document/zgrf/mdq1/~edisp/dd_045401.pdf)

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 Council.

## 9. Release of Endorsed Linen Plan of Subdivision

I declare that I am the applicant / agent authorised by the applicant on this application form to collect the Endorsed Linen Plan of Subdivision and that this Plan of Subdivision has been released into my custody.

Name of Applicant/ Agent

**Signature of Applicant/ Agent**

.....  
Date

Name of Council Officer

**Signature of Council Officer**

.....  
Date

# Appendix A: SAMPLE ADMINISTRATION SHEET

To be provided in either PDF or Microsoft Word format

PLAN FORM 6 (2018)	DEPOSITED PLAN ADMINISTRATION SHEET	Sheet 1 of 2 sheet(s)
Office Use Only		Office Use Only
Registered:		
Title System:		
<b>PLAN OF SUBDIVISION OF LOT 1 IN DP 1234567</b>		LGA: <b>SUTHERLAND SHIRE</b> Locality: <b>CRONULLA</b> Parish: <b>SUTHERLAND</b> County: <b>CUMBERLAND</b>
Survey Certificate I, <b>SAM SURVEYOR</b> of <b>SMITH AND JONES SURVEYORS,</b> <b>PO BOX 123, JONESVILLE, NSW 2987</b> a surveyor registered under the <i>Surveying and Spatial Information Act 2002</i> , certify that: *(a) The land shown in the plan was surveyed in accordance with the <i>Surveying and Spatial Information Regulation 2017</i> , is accurate and the survey was completed on <b>12 DECEMBER 2018</b> ..... , or *(b) <del>The part of the land shown in the plan (*being/*excluding ** .....</del> <del>.....)</del> <del>was surveyed in accordance with the <i>Surveying and Spatial Information Regulation 2017</i>, the part surveyed is accurate and the survey was completed on,..... the part not surveyed was compiled in accordance with that Regulation, or</del> *(c) <del>The land shown in this plan was compiled in accordance with the <i>Surveying and Spatial Information Regulation 2017</i>.</del> Datum Line: 'A' - 'B' Type: *Urban/*Rural- The terrain is *Level-Undulating / *Steep-Mountainous- Signature: <i>S. Surveyor</i> ..... Dated: <b>1/1/2019</b> Surveyor Identification No: <b>1234</b> ..... Surveyor registered under the <i>Surveying and Spatial Information Act 2002</i> *Strike out inappropriate words. **Specify the land actually surveyed or specify any land shown in the plan that is not the subject of the survey.		Crown Lands NSW/Western Lands Office Approval I, ..... (Authorised Officer) in approving this plan certify that all necessary approvals in regard to the allocation of the land shown herein have been given. Signature: ..... Date: ..... File Number: ..... Office: ..... Subdivision Certificate I, ..... *Authorised Person/*General Manager/*Accredited Certifier, certify that the provisions of section 6.15 <i>Environmental Planning and Assessment Act 1979</i> have been satisfied in relation to the proposed subdivision, new road or reserve set out herein. Signature: ..... Accreditation number: ..... Consent Authority: <b>SUTHERLAND SHIRE COUNCIL</b> Date of endorsement: ..... Subdivision Certificate number: <b>SUBCERT19/</b> File number: ..... *Strike through if inapplicable.
Plans used in the preparation of survey/compilation. <b>DP 12345</b> <b>DP 23456</b> <b>DP 78910</b>		Statements of intention to dedicate public roads, create public reserves and drainage reserves, acquire/resume land.
Surveyor's Reference: <b>9876 - BROWN</b>		Signatures, Seals and Section 88B Statements should appear on PLAN FORM 6A

! Insert Council's local government area name here as "Sutherland Shire"

! Insert Council's name

! Insert the Council file reference and current year

# Appendix A: SAMPLE ADMINISTRATION SHEET

To be provided in either PDF or Microsoft Word format

PLAN FORM 6A (2018)		<b>DEPOSITED PLAN ADMINISTRATION SHEET</b>	Sheet 2 of 2 sheet(s)
	Office Use Only		Office Use Only
<b>Registered:</b>			
<b>PLAN OF SUBDIVISION OF LOT 1 IN DP 1234567</b>			
Subdivision Certificate number: <b>SUBCERT19/</b>		This sheet is for the provision of the following information as required: <ul style="list-style-type: none"> <li>A schedule of lots and addresses - See 60(c) <i>SSI Regulation 2017</i></li> <li>Statements of intention to create and release affecting interests in accordance with section 88B <i>Conveyancing Act 1919</i></li> <li>Signatures and seals- see 195D <i>Conveyancing Act 1919</i></li> <li>Any information which cannot fit in the appropriate panel of sheet 1 of the administration sheets.</li> </ul>	
Date of Endorsement: .....			
If space is insufficient use additional annexure sheet			
Surveyor's Reference:			

**!** Insert the Council file reference and current year

# Appendix B: SAMPLE SECTION 88B INSTRUMENT

To be provided in either PDF or Microsoft Word format

## Instrument setting out terms of Easement intended to be created pursuant to Section 88B Conveyancing Act 1919.

(Sheet 1 of 2 sheets)

**Plan:**

Plan of Subdivision of Lot 1 in DP 1234567 covered by Subdivision Certificate No.

**SubCert19/**

! Insert the Council file reference and current year

**Full name and address of the owner of the land:**

Jane Citizen  
5 Jackson Street  
JONESVILLE NSW 2987

### Part 1 (Creation)

Number of item shown in the intention panel on the plan	Identity of easement, profit à prendre, restriction or positive covenant to be created and referred to in the plan. <sup>3</sup>	Burdened lot(s) or parcel(s):	Benefited lot(s), road(s), bodies or Prescribed Authorities:
1	Easement for services 1 wide	1	2

### Part 2 (Terms)

Terms to be added only where they vary from Schedule 8 of the Conveyancing Act 1919.

Approved by Sutherland Shire Council

\_\_\_\_\_  
Authorised Person

! Insert text for Council signature. Repeat on each subsequent page except for the last.



# Appendix B: SAMPLE SECTION 88B INSTRUMENT

To be provided in either PDF or Microsoft Word format

(Sheet 2 of 2 sheets)

**Plan:**

Plan of Subdivision of Lot 1 in DP 1234567  
covered by Subdivision Certificate No.  
SubCert19/

! Insert the Council file reference and current year.

Signed in my presence by the said  
Jane Citizen  
Who is personally known to me

*Jane Citizen*

Owner

*John Smith*

Signature of Witness

JOHN SMITH

Name of Witness (Block letters)

21 Jackson Street

JONESVILLE, NSW, 2987

Address of Witness

Sutherland Shire Council  
under s.378 Local Government Act 1993

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Delegated Officer

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address of Witness

! Insert text as indicated at the bottom of the final sheet.