

## Application for Subdivision Certificate

Section 109C (1) (d) of the Environmental Planning and Assessment Act, 1979.

### About this form

Use this form when applying for a Subdivision Certificate. Prior to the issue of the Subdivision Certificate you must have obtained a development consent, complied with all the conditions of the consent, including the completion of any works.

### Lodgement and Fees

Fees to be paid are those fees in the Management Plan. All fees must be paid when you lodge the application.

### Any questions

If you have any questions phone us on 9952 8222 or drop into our Customer Service Centre.

PART Application and location details	
<p><b>1. Your name, address, and contact details.</b></p> <p><i>To apply you must be the original applicant or any other person entitled to act on the Consent.</i></p> <p><i>It is important that we are able to contact you if we need more information</i></p> <p><b>We will post all</b> correspondence to this address</p> <p><i>Please note that the applicant is the only person the City will communicate with in the matter</i></p>	<p>Mr. <input type="checkbox"/>      Mrs. <input type="checkbox"/>      Ms <input type="checkbox"/>      Other <input type="checkbox"/></p> <p>Family name (or company) .....</p> <p>Given names (or ACN) .....</p> <p>Street Address .....</p> <p>.....P/Code.....</p> <p><b>Postal Address</b> .....</p> <p>.....<b>P/Code</b>.....</p> <p>Telephone (H) ..... Telephone (W).....</p> <p>Mobile ..... Facsimile .....</p>
<p><b>2. Owner's Consent</b></p> <p><b>Every</b> owner of the land must sign this form</p> <p><i>If the owner is a company, this form must be signed by 2 directors or a director and a company secretary and the common seal must be stamped on this form if applicable</i></p> <p><i>If the property is a unit under strata title or a lot in a community title, then in addition to the owners signature the common seal of the body corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate or the appointed managing agent</i></p>	<p>Name of Owner or authorised person .....</p> <p>.....</p> <p>Position (if company).....</p> <p>Address .....</p> <p>.....</p> <p>Telephone (H) ..... Telephone (W).....</p> <p>Mobile ..... Facsimile .....</p> <p>As owner of the land to which this application relates, I consent to this application. I also consent for authorised Council officers to enter the land and carry out inspections relating to this application.</p> <p>Signature .....</p> <p>Without the owners consent, we will not accept the application. This is a very strict requirement for all applications. If you are signing on the owner's behalf as the owner's legal representative you must state the nature of your legal authority and attach documentary evidence (eg. Power of attorney, executor, trustee, company director, etc)</p>

<p><b>3. Location of the property</b></p> <p><i>We need this to correctly identify the land.</i></p>	<p>Unit No. .... House No. ....</p> <p>Street .....</p> <p>Suburb .....</p> <p>Real property description ..... (e.g. lot/DP etc)</p>
<b>PART 2 Subdivision Details</b>	
<p><b>4. Description</b></p> <p><i>Please describe the subdivision – eg 2 lot subdivision, strata, subdivision for lease purposes. Please include the number of lots.</i></p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p><b>5. Development Consent</b></p>	<p>Consent No .....</p> <p>Determination Date .....</p>
<p><b>6. Construction Certificate</b></p> <p><i>A construction certificate is required for subdivisions requiring engineering works such as road construction.</i></p>	<p>Construction Certificate No .....</p> <p>Date Issued .....</p>
<b>PART 3 Declaration</b>	
<p><b>All details in the accompanying check list must be provided.</b></p>	<p><b>THE COMPLETED CHECKLIST MUST BE SUBMITTED WITH THIS APPLICATION. FAILURE TO PROVIDE THE REQUIRED DOCUMENTATION OF AN ACCEPTABLE STANDARD WILL RESULT IN YOUR APPLICATION BEING RETURNED.</b></p>
<p><b>7. Declaration</b></p>	<p>I hereby make the application outlined above and I declare that all conditions of development consent have been complied with.</p> <p>I also understand that if the information is incomplete the application may be delayed or rejected or more information requested. I acknowledge that if the information provided is misleading any approval granted “may be void”.</p> <p>Signature ..... Date .....</p>

## How to Lodge this application

<b>ADDRESS THE APPLICATION TO</b>  <i>You can send it to us by any of the following methods:</i>	General Manager City of Ryde
<b>POST</b>	Locked Bag No 2069 North Ryde 1670
<b>DOCUMENT EXCHANGE</b>	DX 8403, Ryde
<b>COURIER OR PERSONAL DELIVERY</b>	Customer Service Centre 1 Devlin Street Ryde NSW 2112
<b>OFFICE HOURS</b>	8:30 am to 4:30 pm Monday to Friday to visit Customer Service Centre 8:30 am to 4:45 pm Monday to Friday for telephone enquiries
<b>HOW TO CONTACT US</b>	Phone: (02) 9952 8222 Fax: (02) 9952 8070
<b>CITY'S WEBSITE ADDRESS</b>	<a href="http://www.ryde.nsw.gov.au">www.ryde.nsw.gov.au</a>

**We recommend that you consult with the City's Customer Service Officers before lodging this application.**

<b>FEES</b>	Fees are calculated on the number of lots involved. Ask us for details.
<b>PAYMENT METHODS</b>	<p><b>By Mail:</b> Cheque or Money Order  <b>In Person:</b> Cash, Cheque, Money Order, Mastercard, Visa, AMEX &amp;/or EFTPOS.</p> <p><b>Restrictions may apply to the use of credit cards. Please contact the City's Customer Service Centre for advice.</b></p> <p>Make cheques payable to "City of Ryde".</p>
<b>ACKNOWLEDGEMENT</b>	We will acknowledge that we have received your application. You will receive a receipt specifying the amount of fees paid, and the registration number of the application.

### Privacy Notification

In completing this form you will be prompted to supply information that is personal information for the purposes of the Privacy and Personal Information Act 1998. The supply of this information is voluntary. If you cannot provide, or do not wish to provide the information sought, the Council may be unable to process your request. With regard to Subdivision Certificate Applications, Council requires the provision of owners name and address with signature/s to verify owners permission. This information is available for public inspection. Council is required under the Act to inform you about how your personal information is being collected and used. If you require further information please contact Council's Customer Service Centre on 9952-8222 and ask for an information sheet to be forwarded to you.

# Subdivision Certificate Checklist

REQUIRED	Supplied		
	Yes	No	N/A
<b>All Plans &amp; Documentation</b> From 16 July 2007, 3 copies of all plans and documentation must be submitted as part of the application plus 1 optional electronic version (PDF).	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Application Form</b> 3 copies of the completed application form	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Owner's Consent</b> Every owner of the land must sign the application form	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Plan of Survey</b> Original and 3 copies of the plan of subdivision prepared by a qualified surveyor	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Section 73 Certificate</b> Original and 3 copies of the Certificate from Sydney Water that their requirements have been met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 88 B Instrument</b> Original and 3 copies of the section 88B instrument	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fees</b> Final subdivision certificate fee is payable upon lodgement of this certificate	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Confirmation of the submission of all required documents</b>			
..... <b>Signature of person making the application</b> (confirming submission of all required information)	<i>CSO initials</i> .....	<i>Duty Officer</i> .....	