

APPLICATION FOR SUBDIVISION CERTIFICATE

Section 6.4(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 and are calculated on the number of lots involved. All fees must be paid when you lodge the application.

We recommend that you consult with the City of Ryde Customer Service Team before lodging this application.

Council Contact Details

Customer Service Centre 1 Pope Street, Ryde NSW
Post Locked Bag 2069, North Ryde NSW 1670
Email cityofryde@ryde.nsw.gov.au
Phone (02) 9952 8222
TTY (02) 9952 8470
Fax (02) 9952 8070

PART 1 : APPLICANT DETAILS

To apply, you must be the original applicant or any other person entitled to act on the Consent.

Please note that the applicant is the only person the City of Ryde will communicate with in the matter.

It is important that we are able to contact you if we need more information.

Company / Organisation

If applicable

ACN

If applicable

Title

Mr Mrs Ms Miss Other

Given Name

Family Name

Address

Suburb

Postcode

Postal Address

If different from above

Suburb

Postcode

Preferred contact

Mobile Phone Email

Mobile

Phone

Email

Personal information collected from you is held and used by Council under the provisions of the *Privacy and Personal Information Protection Act 1998*. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the *Government Information Public Access Act 2009 (GIPA Act)*. If you require further information please contact Council's Customer Service Centre on 9952 8222.

OFFICE USE ONLY

Receipt number

Amount paid

\$

Date received

PART 2 : OWNER'S CONSENT

Every owner of the land must sign this form.

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.

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.

Name of owner or authorised person	<input type="text"/>			
Position (if company)	<input type="text"/>			
Address	<input type="text"/>			
Suburb	<input type="text"/>	Postcode	<input type="text"/>	<input type="text"/>
Postal Address If different from above	<input type="text"/>			
Suburb	<input type="text"/>	Postcode	<input type="text"/>	<input type="text"/>
Preferred contact	<input type="checkbox"/> Mobile	<input type="checkbox"/> Phone	<input type="checkbox"/> Email	
Mobile	<input type="text"/>	Phone	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>			

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.

Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>
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Without the owner's 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 (e.g. power of attorney, executor, trustee, company director, etc).

PART 3 : LOCATION OF PROPERTY We need this to correctly identify the land

Address	<input type="text"/>			
Suburb	<input type="text"/>	Postcode	<input type="text"/>	<input type="text"/>
Legal description of property (e.g. lot/DP etc.)	<input type="text"/>			
Is access to the site available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If No, state why? eg dog, locked gates <input type="text"/>	

PART 4 : SUBDIVISION DETAILS

Please describe the subdivision - e.g. 2 lot subdivision, strata, subdivision for lease purposes. Please include the number of lots.

PART 5 : DEVELOPMENT CONSENT

Consent No.

Determination Date

PART 6 : CONSTRUCTION CERTIFICATE

A construction certificate is required for subdivisions requiring engineering works such as road construction.

Construction Certificate No.

Date Issued

PART 7 : DECLARATION

All details in the accompanying checklist must be provided.

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.

I hereby make the application outlined above and I declare that all conditions of development consent have been complied with.

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".

Signature

Date

PART 8 : SUBDIVISION CERTIFICATE CHECKLIST

Required	Supplied		
	Yes	No	N/A
All Plans & Documentation 3 copies of all plans and documentation must be submitted as part of the application plus 1 electronic version (PDF).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application Form 3 copies of the completed application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Owner's Consent Every owner of the land must sign the application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subdivision Plan (Torrens or Strata) Original and 3 copies of the plan of subdivision prepared by a qualified surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration Sheet of the Deposited Plan Original and 3 copies of the Administration Sheet of the Deposited Plan prepared by a qualified surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupation Certificate Final occupation certificate issued by Council or private PCA. This includes any supporting documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conditions of Development Consent Ensure all conditions have been satisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 73 Certificate Original and 3 copies of the Certificate from Sydney Water that their requirements have been met. <i>(For Exempt Boundary Adjustment a Section 73 Certificate or written approval from Sydney Water is required)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity Authority Certificate (Ausgrid) Notice of arrangements and compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive Covenant and Restriction on the use of land Evidence of registration with the LPI (for existing) or Original and 3 copies of Section 88B Instrument <i>(Please refer to Council's "Title Encumbrances & Land Dealings" webpage for further information)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telecommunications facilities & nbn/fibre ready infrastructure Evidence showing installation of nbn/fibre ready infrastructure and telecommunications facilities to all individual lots and/or premises in a real estate development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works as Executed Plans & Engineering Certification as required by consent condition Please ensure annotations are in colour and high resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fees Final subdivision certificate fee is payable upon lodgement of this certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Confirmation of the submission of all required documents:

Signature

Signature of person making the application
(confirming submission of all required information)

CSO initials

Duty Officer