

# SUBDIVISION WORKS CERTIFICATE APPLICATION

## About this form

- This form may be used to apply for a subdivision works certificate (a “certificate”) to carry out building work or subdivision work.
- To minimise delay in receiving a decision about the application, please fill in all sections and ensure all relevant information and documents are provided.
- A subdivision works certificate has no effect if it is issued after the subdivision work to which it relates is physically commenced on the land to which the relevant development consent applies.

## 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](mailto:cityofryde@ryde.nsw.gov.au)  
**Phone** (02) 9952 8222

## PART 1 : APPLICANT DETAILS

*\*An application for a subdivision works certificate may only be made by a person who has the benefit of the development consent. An application may not be made by a person who will carry out the subdivision work unless that person owns the land on which the work is to be carried out.*

**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**

## PART 2 : LOCATION OF THE PROPERTY

Site details where the building work or subdivision is to be carried out

**Address**

**Suburb**

**Postcode**

**Lot No.**

**DP/SP**

**Section**

**Volume/folio**

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.

## PART 3 : DESCRIPTION Description of the subdivision work to be carried out

### 3.a) Briefly describe the development.

For example, description of subdivision and works, number of lots, interallotment drainage, trenching, piping, excavation, fill, access, driveway, roads, infrastructure etc.

### 3.b) Does the development involve SUBDIVISION WORK?

No If no, proceed to 7.c)

Yes If yes, please provide appropriate subdivision work plans and specifications, which include copies of:

- (i) Details of the existing and proposed subdivision pattern (including the number of lots and the location of roads)
- (ii) Details as to which public authorities have been consulted with as to the provision of utility services to the land concerned
- (iii) Detailed engineering plans as to the following matters:
  - Earthworks • Roadworks • Road pavement • Road furnishings • Stormwater drainage
  - Water supply works • Sewerage works • Landscaping works • Erosion control works
- (iv) Copies of any Compliance Certificates to be relied on.

### 3.c) Class(s) of building(s) under the Building Code of Australia

## PART 4 : ESTIMATED COST OF THE DEVELOPMENT

### 4.a) What is the estimate cost of the development

The contract price, or if there is no contract a genuine and accurate estimate, for all labour and material costs associated with all demolition and construction required for the development, including the cost of construction of any building and the preparation of a building for the purpose for which it is to be used (such as the costs of installing plant, fittings, fixtures and equipment).

\$ Including GST

## PART 5 : DEVELOPMENT CONSENT

### 5.a) Date of Development Consent (If already granted)

### 5.b) Development Consent reference number:

### 5.c) Name of consent authority:

### 5.d) Name of applicant for Development Consent:

### 5.e) I will provide a copy of the Development Consent, including:

- Approved plans endorsed by the consent authority
- Conditions of development consent
- Design statement from the architect/building designer that the Construction Certificate plans are consistent with the approved development plans
- Other documents referenced by the development consent that are relevant to this application.

No Yes

## PART 6 : PLANNING AGREEMENTS

### 6.a) Is the development or the land upon which the development is to be carried out subject to a PLANNING AGREEMENT as referred to in section 7.4 EP&A Act?

No If no, proceed to Part 7 Yes If yes, please provide a copy of the Planning Agreement.

## PART 7 : ATTACHMENTS REQUIRED RELATING TO THE PROPOSED DEVELOPMENT

### 7.a) Does the application relate ONLY to a FIRE LINK CONVERSION?

**No** If no, proceed to 7.b)

**Yes** If yes, please provide a document that describes the design and construction and mode of operation of the new fire alarm communication link.

### 7.b) Does the development involve building work other than work in relation to a dwelling-house or a building or structure that is ancillary to a dwelling-house or work that relates only to fire link conversion?

**No** If no, proceed to 7.c)

**Yes** If yes, please provide:

- (i) A list of any existing fire safety measures provided in relation to the land or any existing building on the land.
- (ii) A list of the proposed fire safety measures to be provided in relation to the land and any building on the land as a consequence of the building work.
- (iii) Copies of the following consultant's drawings, each accompanied by a design statement:

Note: Design Statements are required to reference the relevant Australian Standards, BCA Clauses, and Development Consent conditions (as listed):

- |   |         |                    |
|---|---------|--------------------|
| - Structural  | (Plans) | (Design Statement) |
| • Type of Construction Required: Type A / Type B / Type C |         |                    |
| - Hydraulic/Civil   | (Plans) | (Design Statement) |
| - Landscaping   | (Plans) | (Design Statement) |
| - Mechanical  | (Plans) | (Design Statement) |
| - Electrical  | (Plans) | (Design Statement) |
| - Fire Services   | (Plans) | (Design Statement) |

Note: Location of Fire Hydrants and other services are to be detailed on hydraulic and fire services plans.

### 7.c) Does the development involve an alternative solution under the Building Code of Australia ("BCA") in respect to a fire safety requirement?

**No** If no, proceed to 7.d)

**Yes** If yes, please provide either or both of the following from a FIRE SAFETY ENGINEER (a private accredited certifier holding Category C10 accreditation):

- (i) A compliance certificate (as referred to in S6.4(e)(iv) EP&A Act) that certifies the alternative solution complies with the relevant performance requirements of the BCA.
- (ii) A written report that includes a statement that the alternative solution complies with the relevant requirements of the BCA.

Note: The above requirement only applies to building work in respect of:

- (a) a class 9a building that is proposed to have a total floor area of 2000 square metres or more
- (b) any building (other than a class 9a building) that is proposed to have:
  - (i) a fire compartment with a total floor area of more than 2000 square metres or
  - (ii) a total floor area of more than 6000 square metres

that involves an alternative solution under the BCA in respect of the requirements set out in EP1.4, EP2.1, EP2.2, DP4 and DP5 in Volume 1 of the BCA.

### 7.d) Does the application relate to a residential flat development for which the development application was required under Clause 50(1A) of the EP&A Regulation to be accompanied by a design verification from a qualified designer?

**No** If no, proceed to 7.e)

**Yes** If yes, please provide:

- (i) A statement from a qualified designer which verifies that the plans and specifications achieve or improve the design quality of the development for which development consent was granted, having regard to the design quality principles set out in Part 2 of State Environmental Planning Policy No. 65: Design Quality of Residential Flat Development (SEPP 65).

## PART 7 (CONTINUED) : ATTACHMENTS REQUIRED

*Note: If the development application was also required to be accompanied by a BASIX certificate with respect to any building, the statement need not verify the design quality principles set out in SEPP 65 to the extent to which they aim to:*

- *reduce consumption of mains-supplied potable water, or reduce emissions of greenhouse gases, in the building or in the use of the land that it is built on, or*
- *improve the thermal performance of the building.*

**7.e)** Has the Fire Commissioner granted an exemption under clause 188 EP&A Regulation from compliance with any specified Category 3 fire safety provision?

**No** If no, proceed to 7.f)

**Yes** If yes, please provide:

- (i) A copy of the exemption together with any conditions imposed.

**7.f)** Is any long service payment levy payable under s.34 of the *Building and Construction Industry Long Service Payments Act 1986*?

**No** If no, proceed to part 8)

**Yes** If yes, please provide:

- (i) A copy of a receipt for any long service payment levy that has been made (or, where such a levy is payable by instalments, a receipt for the first instalment of the levy).

*Note: The levy may be made to council when this application is lodged*

## PART 8 : OWNERS AUTHORITY TO ENTER AND INSPECT LAND

A Principal Certifier must not issue a construction certificate for development on a site which affects an existing building unless the Principal Certifier, or an accredited certifier, council or consent authority on behalf of the Principal Certifier, has carried out an inspection of the site of the development.

If the applicant is the owner of the land, by signing this application authority is given to the Principal Certifier, or an accredited certifier, council or consent authority, to enter the subject property at any reasonable time for the purpose of carrying out an inspection in connection with the assessment of this Application. The Applicant undertakes to take all necessary steps make access available to the property to enable the inspection to be carried out.

If the applicant is not the owner of the land, **ALL** the owner(s) must sign the following statement.

As the owner(s) of the above property, I/we consent to the Principal Certifier, or an accredited certifier, council or consent authority, to enter the subject property at any reasonable time for the purpose of carrying out an inspection in connection with the assessment of this application. I/we undertake to take all necessary steps make access available to the property to enable the inspection to be carried out.

Name of owner (s)

Signature (s)

Date

## PART 9 : SIGNATURE OF APPLICANTS (S)

Name of owner (s)

Signature (s)

Date

## PART 10 : DATE OF RECEIPT OF APPLICATION

To be completed by the Principal Certifier immediately after receiving this Application.

This Application was received on