

Subdivision Certificate Application

Under Section 109C(1)(d) of the *Environmental Planning and Assessment Act 1979*



Transport
Roads & Maritime
Services

OFFICE USE ONLY

File number:

Application number:

PART 1 – APPLICANT, PROPERTY AND OWNER DETAILS

1.1 Applicant details

Name:			
Address details	Unit number:	House number:	Street name:
	Suburb:		Postcode:
Phone numbers	Business hours:		Mobile:

1.2 Property details

Title description

Is the land being subdivided part of **Certificate of Title Volume 5018 Folio 1?**

Yes ► Landowners consent from Roads and Maritime Services (Roads and Maritime) is required. *Please complete Section 1.3.*

No ► Please provide details of the title description of the land to which the subdivision applies.

Address of abutting property	Unit number:	House number:	Street name:	
	Suburb:			Postcode:
	Lot:	DP:	SP:	Sec:

1.3 Consent of land owner(s)

Does the subdivision relate to land that is owned by Roads and Maritime? Yes No

Land owners consent letter from Roads and Maritime attached? Yes No

The written land owners consent of all owners **MUST** be provided stating they are a registered owner of the property and that they grant their consent to the lodgement of the Subdivision Certificate Application.

Evidence of land owners consent must be submitted with the Subdivision Certificate Application. If the land to which the subdivision applies is land owned by Roads and Maritime, land owners consent must be sought prior to the lodgement of the Subdivision Certificate Application.

Refer to Part 4.2 of this Application form for further information.

The applicant must be the same person(s) for which land owners consent was granted for the lodgement of the Subdivision Certificate Application.

PART 2 – SUBDIVISION DESCRIPTION AND DETAILS OF DEVELOPMENT CONSENT AND APPROVALS**2.1 Description of subdivision**

Description of subdivision to be approved:

Subdivision of land for the purpose of: Long term lease Purchase of reclaimed land Other (provide details below)

Other purpose:

Number of lots:

2.2 Details of development consent and development approval**Issued under Part 4 of the *Environmental Planning & Assessment Act 1979***

Development consent reference

DA:

/

Date of determination:

day

/

month

/

year

Description of development:

Date of approval:

day

/

month

/

year

Issued under Part 5 of the *Environmental Planning & Assessment Act 1979*Was the development approved pursuant to Part 5 of the *Environmental Planning and Assessment Act 1979*? No Yes

▶ Please provide description of development:

Date of approval:

day

/

month

/

year

PART 3 – SURVEY APPROVAL

Have you received approval from NSW Maritime Survey?

 Yes No

Date of approval:

day

/

month

/

year

PART 4 – CHECKLIST FOR LODGEMENT OF SUBDIVISION CERTIFICATE APPLICATION**4.1 Checklist documents to be submitted**

Applicant <i>Yes - No - N/A</i>	Documentation to be submitted	1 x PDF copy of documentation required by Roads & Maritime	Office use only
<input type="checkbox"/>	Evidence of land owners consent being issued for the lodgement of the Subdivision Certificate Application.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	A plan of subdivision, including the administration sheet/s with both stamped as evidence of approval by NSW Maritime Survey.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	PDF copy of the relevant development consent or complying development certificate.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	PDF copy of any relevant construction certificate.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	PDF copy of detailed subdivision engineering plans.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	For a deferred commencement consent, evidence that the applicant has satisfied the consent authority on all matters of which the consent authority must be satisfied before the consent can operate.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Evidence that the applicant has complied with all conditions of consent that it is required to comply with before a subdivision certificate can be issued, where relevant.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	A certificate of compliance from the relevant water supply authority (where required).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	If a subdivision is the subject of an order of the Land and Environment Court under section 40 of the <i>Land and Environment Court Act 1979</i> , evidence that required drainage easements have been acquired by the relevant council.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	For subdivision involving subdivision work; evidence that: <ul style="list-style-type: none"> i. the work has been completed, or ii. agreement has been reached with the relevant consent authority as to payment of the cost of the work and as to the time for carrying out the work, or agreement has been reached with the relevant consent authority as to the security to be given to the consent authority with respect to the completion of the work.	<input type="checkbox"/>	<input type="checkbox"/>
Lodgement requirements	All applications must be accompanied by a digital data disc (ie, CD-ROM or DVD-ROM) containing all relevant documentation outlined above.		

4.2 Notes on completing this form

A	The <i>Environmental Planning and Assessment Act 1979</i> (EPAA) requires that all owners consent to the lodging of an application. It is the applicant's responsibility to clearly demonstrate that all owners have consented to the lodging of the application.
B	To obtain land owners consent from Roads and Maritime for the lodgement of this application you will need to write to the Roads & Maritime Property Section. Enquiries should be directed to a Roads and Maritime Property officer on 9563 8511.
C	Land owners consent must be provided in writing. The documentation must include the registered owner(s) name, organisation name (where applicable), position (where applicable), contact details, signature and date of issue.
D	Owners who are companies can indicate consent by signing under seal or as otherwise authorised under Corporations Law. Alternatively owners who are companies can indicate consent by meeting the following criteria: <ul style="list-style-type: none"> i) ABN or CAN number must be provided and: ii) Name, position and signature of: - one company director and company secretary; or - two company directors; or - if a sole director company, only one signature is required.
E	Individual owners must sign and print their names. Where there is more than one owner, all owners must sign.
F	Consent and seal of the owners corporation is required if the proposed work involves or affects common property. The Strata Managing Agent or two (2) members of the Owners Corporation must sign.
G	Managing agents must have a written authority from the owner, clearly indicating that the authority is current, consenting to the lodging of, or empowering the applicant to lodge the application.
H	A person acting under registered power of attorney must quote book and page number, and provide a full copy of the power of attorney.

PART 5 – APPLICANT DECLARATION

All the details sought in this form and 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 may result in your application being returned.

Disclosure of Political Donations and Gifts

Under Section 147 of the *Environmental Planning and Assessment Act 1979*, any reportable political donations within a two (2) year period before the date of this application must be publicly disclosed.

Are you aware of any person with a financial interest in this application who made a reportable donation or gift in the last two (2) years?

- Yes ► Complete the Political Donation and Gifts Disclosure Statement and lodge it with this application (a copy of this statement is available on the Roads and Maritime website).
- No ► In signing this application you must undertake to advise Roads and Maritime in writing if you become aware of any person with a financial interest in this application who has made a political donation or has given a gift in the period from the date of lodgement of this application and the date of determination.

Note: Failure to disclose relevant information is an offence under the Act. It is also an offence to make a false disclosure statement.

Declaration

- I apply for approval to carry out the development described in this application. I declare all the information in the application and checklist is to the best of my knowledge, true and correct
- I declare the details on land owners provided are, to the best of my knowledge, true and correct
- I also understand if the information is incomplete, the application may be refused
- I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application
- I understand Roads and Maritime may use the information and materials provided for notification and advertising purposes
- I understand the information and materials provided may be made available to the public for inspection and copying at Roads and Maritime Customer Services areas and be placed on the Roads & Maritime website.

Applicant(s) name (please print):

Applicant(s) signature:

Date: / /
 day month year

Submission

All documentation to be submitted with the Subdivision Certificate Application must be saved in PDF format and submitted on a digital data disc (ie CD-ROM or DVD-ROM). The Subdivision Certificate Application may be submitted by mail or in person:

By mail

Property, Strategy & Planning Department
Roads and Maritime Services
Locked Bag 5100
CAMPERDOWN NSW 1450

In person (during business hours)

Level 1, 33 James Craig Road
Rozelle NSW 2039

*It is recommended that you contact Roads and Maritime's Property, Strategy & Planning Department on 9563 8511 prior to lodging your application in person.

PART 6 – AUTHORISATION

Complete this section only if, as the recipient of land owners consent, you want to authorise a representative to act on your behalf.

I, _____ authorise the following person(s) to act on my behalf in relation to all matters associated with this Subdivision Certificate Application.

Name(s):

Address details	Unit number:	House number:	Street name:	
	Suburb:			Postcode:

Phone numbers	Work:	Mobile:
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Email address:

Applicant(s) signature:

Date: / /
 day month year