

Subdivision Works Certificate Application

Divisions 6.2 and 6.4 of the *Environmental Planning and Assessment Act 1979* and clause 148A of the *Environmental Planning and Assessment Regulation 2000*



About this form

You can use this form to obtain approval to undertake subdivision works.

How to complete this form

1. Ensure that all fields have been filled out correctly before submitting the application.
2. Once completed you can submit this form by email. Please refer to the Lodgement details section in Part 7 for further information.

Part 1: Site Details

Address Number

Street Name

Suburb

Lot Number

DP/SP

Part 2: Applicant Details

Note: The applicant must be the property owner or a person authorised by the owner to lodge the application.

A building contractor cannot be the applicant unless the contractor is the owner of the property (Section 6.12(4) of the EP&A Act).

Title

Given Name/s

Family Name

Organisation Name / Company Name (if applicable)

Address

Note: Before this application can be lodged at least one of the modes of contact below must be supplied.

Business Number

Mobile Number

Email Address

Applicant's Name (please print)

Applicant's Signature

Date

Note: If you are signing on behalf of a company please state capacity to the right.

Capacity within the company

Note: It is important that we are able to contact you if we need more information. Please give us as much detail as possible. Council will deal only with the nominated applicant in the event of any query or communication regarding this application. Please note that information provided will be public information.

Part 3: Proposed Development Description

Is the application for modification of a current Subdivision Works Certificate? No Yes

If yes, please provide the Subdivision Works Certificate Application Number in the box to the right (see Note 2 for assessment fee).

Type of development (tick as applicable):
Carry out a work Services Other

If 'Other', specify:

Detailed description of the proposed work.

Estimated cost (inclusive of GST - See Note 2)

Part 4: Development Consent details

Development Consent number Date of determination

Subdivision Works Certificate Application Schedule

Schedule 1 - Information to be collected for the Australian Bureau of Statistics

Part 5: Proposal Particulars

Land area (m²)

What are the current uses of all or parts of the building(s)/land? (if vacant please state)

Schedule 2 - List of documents accompanying the application - see Note 4

| Document | Document |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

Part 6: Applicant Checklist and Declaration

I have attached the following:

| | | | |
|---|--------------------------|---|--------------------------|
| Contract for Certification Work (see Note 6) | <input type="checkbox"/> | DA compliance report demonstrating compliance with the relevant conditions of development consent | <input type="checkbox"/> |
| Location plan (see Note 4) | <input type="checkbox"/> | Completion of Schedule 2 - documents accompanying the application | <input type="checkbox"/> |
| Site plan (see Note 3) | <input type="checkbox"/> | Quantity Surveyor's certificate if cost of work is \$2million + (see Note 2) | <input type="checkbox"/> |
| Detailed drawings including plans, elevations and sections (see Note 4) | <input type="checkbox"/> | | |
| Specifications, 1 on A4 (see Note 4) | <input type="checkbox"/> | | |

I declare that all information in the application and checklist is to the best of my knowledge, true and correct, the data is not corrupted or does not contain any viruses. Each plan and document is supplied as a PDF file no larger than 300MB and is named in accordance with the Building Certification digital file requirements, available on Council's website. I understand that information provided may be publicly available.

Conflict of Interest

To ensure transparency in Council's decision making process and to avoid potential conflicts of interest applicants are to make a declaration as to whether they are a Council employee or Councillor or are related to a Council employee or Councillor.

I am an employee/Councillor or relative of an employee/Councillor of City of Sydney Council

Yes No If yes, state relationship

Applicant's Name (please print)

Applicant's Signature

Date

Part 7: Privacy & Personal Information Protection Notice

Purpose of collection: This information is being collected for the purpose of assessing and determining applications for subdivision works certificates in the Council area.

Intended recipients: City of Sydney employees and any approved contractors required to provide this service.

Supply: The supply of this information is required by law. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.

Access/Correction: Please contact Customer Service on 02 9265 9333 or at council@cityofsydney.nsw.gov.au to access or correct your personal information.

Storage: The City Planning, Development and Transport Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.

Other uses: The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan (<https://www.cityofsydney.nsw.gov.au/policies/privacy-management-plan>).

Subdivision Works Certificate Application Schedule

Notes for completing the application

Note 1: Fee for modified subdivision works certificate

Application fees for amendments to subdivision works certificates apply and are specified in Council's Schedule of Fees and Charges. Contact Council's One Stop Shop or Customer Service Centres for details of application fees.

Note 2:

In the case of a building work, the fee is based on the estimated or contract cost including GST. For developments over \$2 million, a quantity surveyor's certificate verifying the cost must be submitted on the lodgement of the application.

Note 3:

Digital File requirements

- All plans and documents, including the application form must be submitted in digital format.
- Each group of plan types, e.g. site plan, detailed drawings (see Note 4, sections, elevations and documents must be supplied as separate PDF files, not larger than 300MB in size and be named in accordance with the Building Certification digital file requirements, available on Council's website
- Digital files must be virus free.

As all information provided may be publicly available, personal information including credit card details must NOT be emailed to council.

Note 4:

The following information as set out in Part 3A of Schedule 1 of the Environmental Planning and Assessment Regulation 2000 including, but not limited to the following, must accompany applications for a subdivision works certificate.

The following details must be lodged:

- (a) copies of compliance certificates relied upon
- (b) location plan clearly showing the address of the site and the location of the site with respect to the adjoining streets
- (c) site plan drawn at a scale of 1:200 (preferred) but not smaller than 1:500 showing the relation of the building to the boundaries of the allotment

Plans and specifications including the following:

- (a) details of the existing and proposed subdivision pattern (including the number of lots and the location of roads);
- (b) details as to which public authorities have been consulted with as to the provision of utility services to the land concerned;
- (c) detailed engineering plans as to the following matters -
 - (i) earthworks,
 - (ii) roadworks,
 - (iii) road pavement,
 - (iv) road furnishings,
 - (v) stormwater drainage,
 - (vi) water supply works,
 - (vii) sewerage works,
 - (viii) landscaping works, and;
 - (ix) erosion controls.
- (d) a report detailing and confirming compliance with all relevant conditions of development consent that must be satisfied to enable a subdivision works certificate to be issued.
- (e) evidence of any accredited component, process or design sought to be relied upon.

Note 5: Long Service Levy

Under the Environmental Planning and Assessment Act 1979 a subdivision works certificate cannot be issued until any Long Service Levy payable under Section 34 of the Building and Construction Industry Long Service Payments Act 1986 (or where such a levy is payable by instalments, the first instalment of the levy) has been paid. The levy is payable where the cost of works is \$25000 or greater. Council is authorised to accept payment. A cheque must be made out to the City of Sydney.

Subdivision Works Certificate Application Schedule

Notes for completing the application

Note 6: Contract for Certification Work

The Building Professionals Act 2005 (NSW) says the City must not carry out certification work for a person, such as issuing a subdivision works certificate, unless it has entered into a written contract with that person.

You must therefore complete and sign a Contract for Certification Work and attach it to this application.

<http://www.cityofsydney.nsw.gov.au/council/forms-and-publications/forms/pdf-forms>

NOTE: Your application cannot be processed until you attach a signed Contract for Certification Work. When the application, together with the Contract is lodged, the Contract will be executed (signed by an authorised officer of Council) and a copy will be forwarded to you for your records.

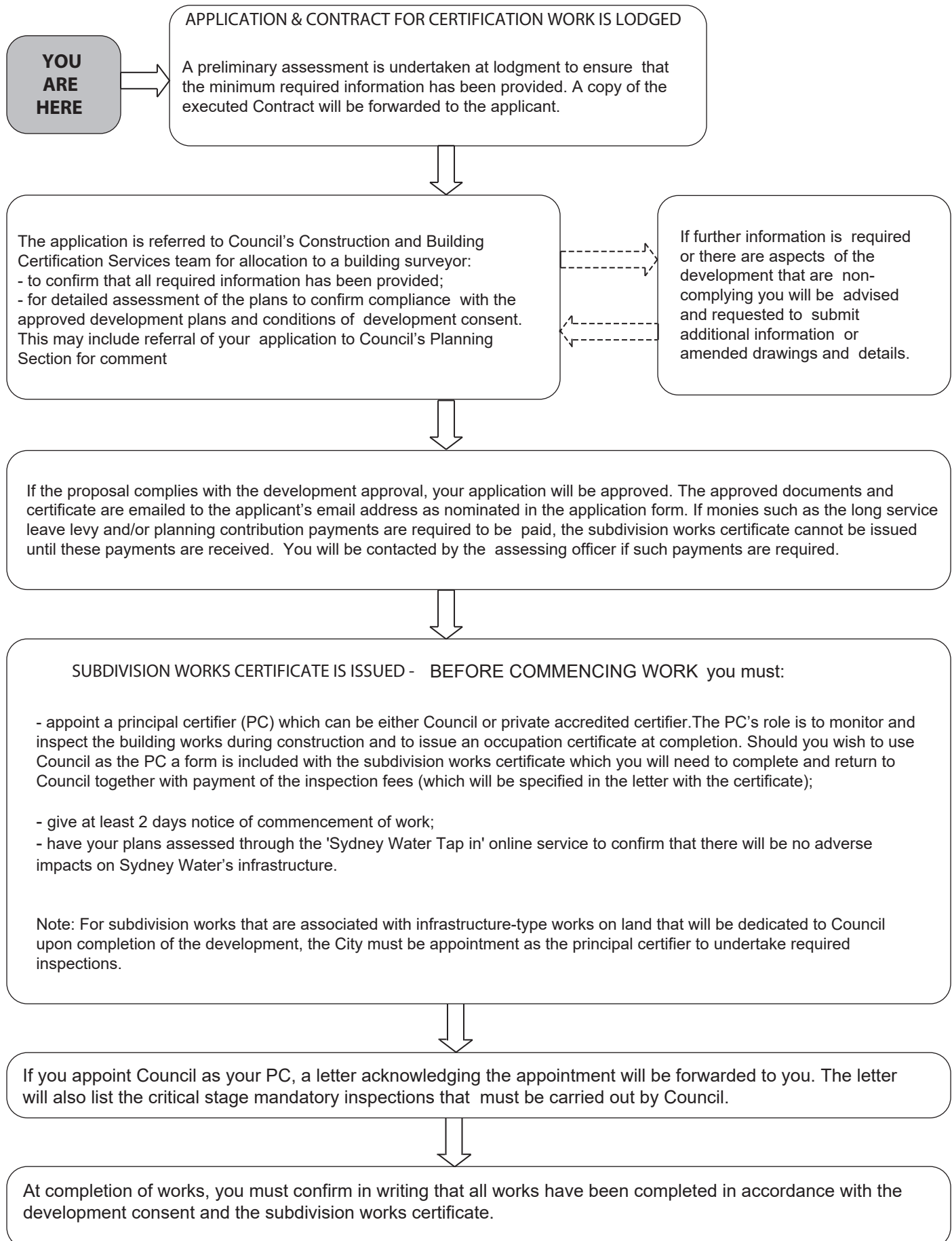
Note 7: Subdivision Works Certificate Assessment Construction Process

Please to the flow chart on the next page of this application form

Subdivision Works Certificate Application Schedule

Notes for completing the application

Note 7: Subdivision Works Certificate Assessment and Construction Process



Part 8: Lodgement Details

You can lodge the completed application by:

EMAIL: applications@cityofsydney.nsw.gov.au

Email the form only and we will contact you for the supporting documents and payment of the application fee.

WHAT NOW: Please refer to the flowchart at Note 8 for the outline of steps involved in the application and construction approval process. Once your application is received a Council Officer may contact you to discuss your proposal, which may include a request for further information and / or clarification of the proposal.

For further information regarding your application, please contact us by:

TELEPHONE: 9265 9333 or visit our **WEBSITE:** www.cityofsydney.nsw.gov.au