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 mail or in person. 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
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.

TRIM 2019/608148 V01/20
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  D/  Date of determination  

## Part 5: Proposal Particulars

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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

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Part 6: Applicant Checklist and Declaration

I have attached the following to the USB:

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

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 20MB and is named in accordance with Council’s Digital Requirements document. I understand that information provided on the USB 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: For assessment of applications for subdivision works certificates by the consent authority and any other relevant state government agency and as required by legislation.

Intended recipients: Council staff and approved contractors of the Council of the City of Sydney, and other government bodies as required by legislation.

Supply: A subdivision works certificate application is voluntary, however a completed application is required for delivery and management of all applicable development in the City of Sydney local government area and as required by legislation.

Access / Correction: Contact the City of Sydney Customer Service Unit to access or correct this information.

Storage: City of Sydney Council, 456 Kent Street Sydney NSW 2000.
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 on a single USB.
- 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 20MB in size and be named in accordance with Council’s Digital Requirements document on the City of Sydney website.
- Digital files must be virus free.

As all information provided on the USB may be publicly available, personal information including credit card details must NOT be copied onto the USB

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.


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 IS ISSUED - BEFORE COMMENCING WORK you must:

- appoint a principal certifier (PC) which can be either Council or private accredited certifier. The PC’s role is to monitor and inspect the building works during construction and to issue an occupation certificate at completion. Should you wish to use Council as the PC a form is included with the subdivision works certificate which you will need to complete and return to Council together with payment of the inspection fees (which will be specified in the letter with the certificate);
- give at least 2 days notice of commencement of work;
- have your plans assessed through the ‘Sydney Water Tap in’ online service to confirm that there will be no adverse impacts on Sydney Water’s infrastructure.

Note: For subdivision works that are associated with infrastructure-type works on land that will be dedicated to Council upon completion of the development, the City must be appointment as the principal certifier to undertake required inspections.

If you appoint Council as your PC, a letter acknowledging the appointment will be forwarded to you. The letter will also list the critical stage mandatory inspections that must be carried out by Council.

At completion of works, you must confirm in writing that all works have been completed in accordance with the development consent and the subdivision works certificate.
You can lodge the completed application by:

**MAIL:**
City of Sydney
GPO Box 1591
Sydney  NSW  2001

**DX:**  1251

**IN PERSON:**  Town Hall House - Level 2, 456 Kent Street, Sydney

See our website for details of all customer service centres and opening hours:

**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