



SUBDIVISION CERTIFICATE APPLICATION

made under the Environmental Planning and Assessment Act 1979 and Strata Schemes Development Act 2015

Disclaimer: The information provided by you on this form will be used by City of Parramatta Council or its agents to process this application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to Information Policy and Privacy Management Plan or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access.

PART 1 - Property, Applicant & Owner Details

1. Property details

Address	unit:	house:
	street:	
Lot/DP/SP etc	suburb:	postcode:
	lot:	DP/SP etc:

2. Applicant Details

Full name/company and contact person	family name (or company & ABN):	
	full given names:	
	OR company contact person:	
Postal address		
	suburb:	postcode:
Contact details	home phone:	mobile:
	office phone:	fax:
	email:	date:
	Do you consent to receiving further information requests via email? yes <input type="checkbox"/>	

3. Owners Details

Full name(s)/company	family name (or company & ABN):	
	full given name(s):	
Postal address	suburb:	postcode:
	home phone:	mobile:
Contact details	office phone:	email:

Note: Signatures of all applicants and registered owners are required on the last page of this application. Without these signatures Council cannot accept this application.

PART 2 - Fee Requirements

All Subdivision Certificate Applications must be submitted via the NSW Planning Portal (www.planningportal.nsw.gov.au)

A Council application fee is required. Council will contact you for payment prior to lodgement of the application in Council's system. Refer to Council's website for current Fees and Charges.

OFFICE USE ONLY

Reference:	<input type="text" value="SC/"/>	SC Fee:	<input type="text" value="\$"/>
Date:	<input type="text"/>	Receipt #:	<input type="text"/>



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PART 3- Subdivision Description and Development Application Details

4. Type of subdivision	Subdivision	yes (✓)	no (✓)	No. of Lots
	Torrens title			
	Strata title			
	Stratum			
	Other (please specify) _____			

5. Development consent (if it was required)

Development consent reference

DA/ _____ /20_____ e.g. DA/1500/2010

Date of DA determination

Part 4- Mandatory Document Requirement Checklist

Item	Description	Requirements	Copies Required	Applicant (✓)	Officer (✓)
1	Administration Sheet of the Deposited Plan Electronic Document (signed by a Registered Surveyor)	<ul style="list-style-type: none"> Electronic Document with NO signatures (or bank stamps) except for the surveyor's signature on the DP admin sheet. (this will be returned for submission to NSW Land Registry Services once electronically signed by Council) 	1x PDF		
2	Subdivision Plan (Torrens or Strata or Stratum) Electronic Document	<ul style="list-style-type: none"> Electronic Document with NO signatures (or bank stamps) (this will be returned for submission to NSW Land Registry Services once electronically signed by Council) 	1x PDF		
	Does the subdivision include dedication of land to Council? YES / NO (please circle)				
3	s88B Instrument (if indicated on the Admin Sheet) Electronic Document	<ul style="list-style-type: none"> Electronic Document with NO signatures (or bank stamps) (this will be returned for submission to NSW Land Registry Services once electronically signed by Council) 	1x PDF		
	Does the 88B Instrument include an easement, restriction or positive covenant where Council is the benefiting authority? (excluding On Site Detention) YES / NO (please circle)				
4	Final Occupation Certificate	Copy of the Final Occupation certificate issued by Council or accredited certifier/PCA plus any supporting documentation	1x PDF		
5	Conditions of Development Consent	Copy of the Development Consent for subdivision	1x PDF		
6	Sydney Water— "S73 Certificate"	"Subdivider/Developer Compliance Certificate" approval from Sydney Water	1x PDF		
7	Electricity Authority Certificate issued by the relevant utility provider. (Endeavour Energy or Ausgrid).	<ul style="list-style-type: none"> For Torrens Title subdivision Council requires "Notification of Arrangement for distribution of electricity" For Strata subdivision Council requires "Compliance Certificate for distribution of electricity" 	1x PDF		
8	LPI registered documents *Positive Covenant (PC) *Restriction on the Use of Land (RV)	Copy of NSW LRS Registered document/s are required. Copies must include the Land Registry Document Identification number affixed to the front page of each document	1x PDF of each		
9	COLOUR Works-As-Executed Plans (legible)	Annotations are to be in colour and high resolution	1x PDF		



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PART 5 - Lodgement and Digital Requirements

4. Lodgement and Digital Requirements

All Subdivision Certificate Applications must be submitted via the NSW Planning Portal — www.planningportal.nsw.gov.au

Council no longer accepts Subdivision Certificate Applications over the counter by email or by post.

Part 6 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021 now requires all Subdivision Certificate Applications to be lodged in the NSW Planning Portal and not directly with Council.

For details on how to lodge your Subdivision Certificate Application via the NSW Planning Portal see the Subdivision Certificate Section in the Post Consent Certificates menu of the portal (www.planningportal.nsw.gov.au).

File format requirements:



Council requires that all files uploaded must be in PDF format

Each Document requires a separate PDF file

e.g. Deposited Plan Administration Sheet, 88B instrument, Plan of Subdivision, application form, etc each in separate files.

- Standard documents are not required to be above 400 dpi resolution whether they are single page or multi-page documents and must not exceed 500MB in size.
- Please contact Council's Senior Records Officers on 9806 5000 if your document exceeds 500MB.

File name requirements:

Files are to be named as follows: **Document Type - Property Address**

- Subdivision Certificate Application Form - <insert property address>.pdf
- Final Occupation Certificate - <insert property address>.pdf
- Conditions of Development Consent - <insert property address>.pdf
- Deposited Plan Administration Sheet - <insert property address>.pdf
- Plan of Subdivision - <insert property address>.pdf
- Sydney Water S73 Certificate - <insert property address>.pdf
- Electricity Authority Certificate - <insert property address>.pdf
- Copy of NSW LRS Registered Positive Covenant / Restriction - <insert property address>.pdf
- Works as Executed Plans - <insert property address>.pdf

City of Parramatta Council
PHIVE 5 Parramatta Square Parramatta NSW 2150
PO Box 32, Parramatta 2124

Telephone: 9806 5050



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PART 6- Applicant Declaration

6. Applicant declaration Development Consent has been obtained for the subdivision.

yes no

I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

yes no

Applicant's signature

date:

PART 7- Owner Consent

7. Owner consent

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I accept that all communication regarding this application will be through the nominated applicant.

In the case of an owners corporation, a seal is required, or if crown land, written authorisation of the relevant statutory authority.

Owner's signature(s)

date:

date:

date:

date:

PART 8 - Council Officer Declaration

8. Officer declaration

I declare that this application is, to the best of my knowledge, complete including all registered owner's consent, all accompanying documentation outlined in the checklist on page 2, application fees and scanning fees.

yes no

Officer's name

Officer's signature

date:

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