

# SUBDIVISION WORKS CERTIFICATE APPLICATION FORM

made under Part 6 of the *Environmental Planning and Assessment Act, 1979*

## OFFICE USE ONLY:

|                  |            |
|------------------|------------|
| Date of Receipt: | Parcel No: |
| Application No:  |            |

### About this form

- You can use this form to request approval to undertake subdivision works within the Kiama Municipal Council local government area.
- An application for a Subdivision Works Certificate **can only** be made by a person who has the benefit of the development consent. An application may only 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.
- A Subdivision Works Certificate **has no effect**, if it is issued after subdivision work, to which it relates, has been carried out on the land to which the relevant development consent applies.

## TYPE OF APPLICATION

|                               |   |
|-------------------------------|---|
| Subdivision Works Certificate | Modifying a Subdivision Works Certificate |
|-------------------------------|---|

**NOTE: Information provided on this application (excluding Part A and non-exhibition plans) will be publicly available.**

### How to complete this form

- Ensure that Parts A and B have been filled out correctly, and are stored as separate PDFs on a USB/disc.
- All fields are mandatory and must be completed before submitting the application.
- Once completed you must submit this form electronically, by mail or in person. Refer to the Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality' for further information.
- Ensure all relevant information is provided at the time of lodgement. Failure to provide the required information will result in the application being rejected.

## Part A – Personal Information

### A1 PROPERTY/SITE DETAILS

|           |          |        |
|-----------|----------|--------|
| Lot:      | Section: | DP/SP: |
| House No: | Street:  |        |
| Suburb:   |          |        |

### A2 DETAILS

|                 |         |
|-----------------|---------|
| Name/Company:   | Phone:  |
| Contact Name:   | Mobile: |
| Postal Address: |         |
| Email:          |         |

I/We the applicant/s note in accordance with Section 12 and 12B of the *Local Government Act 1993*, this application and all associated documents may be made available for inspection and copying at Council by any member of the public (subject to Copyright Legislation).

|                             |              |
|-----------------------------|--------------|
| <b>Applicant Signature:</b> | <b>Date:</b> |
| X                           |              |

**Note:** All enquires and correspondence relating to this application will only be discussed with or directly through the nominated contact.

**A3 AUTHORITY TO ENTER AND INSPECT LAND – to be signed after completing Parts A & B of this**

Council will not issue a subdivision works certificate for development on a site unless it has carried out an inspection of the development site.

**If the applicant is the owner of the land**, by signing this application, authority is given to Council 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 to make access available to the property to enable the inspection to be carried out.

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

As the owner/s of the above property, I/we consent to Council, 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 to make access available to the property to enable the inspection to be carried out.

**Failure to provide the requirement documentation of an acceptable standard will result in your application being returned.**

| Owner's Name: (print name) | Owner's signature: | Date: |
|----------------------------|--------------------|-------|
|                            | X                  |       |

**A4 APPLICANT DECLARATION – to be signed after completing Parts A & B of this form**

All of the details sought in this form must be provided. On-site inspections are carried out prior to the determination of any application. The Applicant undertakes to take all necessary steps to make access available to the property to enable the inspection to be carried out. As a result of this inspection, or from a preliminary assessment, further information may sometimes be required. The Assessing Officer will contact you soon after their initial inspection if this is the case.

**Failure to provide the required documentation of an acceptable standard will result in your application being returned.**

**What you need for lodgement**

|  |  |
|--|--|
|  | <b>Subdivision Works Application Form</b>  |
|  | <b>All associated plans and documents as specified in the relevant development consent</b> |
|  | <b>Fees and Charges (in accordance with Council's adopted fees and charges)</b>            |

**Important Notice:**

- I understand that Council will not process applications that are incomplete or non-complying with lodgement requirements. I understand that incomplete applications will be returned to applicants within 14 days (see Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality').
- I understand that building work will be valued independently by using the latest building cost indicators.
- I apply for approval to carry out the development or work described in Parts A and B of this application. I declare that all the information provided as part of the application is, to the best of my knowledge, true and correct.
- I also understand that if the information is incomplete, the application may be delayed, rejected or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted may be void.
- I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application.
- I declare that the electronic data provided is a true copy of all plans and associated documents submitted with this development application and the data is not corrupted or does not contain any viruses. Each document is no bigger than 20MB, PDF and is named in accordance with Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality'. I understand that information provided on the USB will be publicly available. I have stored Parts A and B of this form as separate PDFs on the USB/disc.
- I understand that the Council will use the information and materials provided for notification and advertising purposes and that material provided will be made available to the public for inspection and copying at Council's Administration Building and on Council's website.

| Applicant Name (print name) | Applicant signature | Date |
|-----------------------------|---------------------|------|
|                             | X                   |      |

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## Part B – Proposed Development

**Note:**

- Information provided on this Part B will be public information and will be placed on the Council's website.
- All fields on this form are mandatory and must be completed before submitting the application.

| B1 PROPERTY/SITE DETAILS |  |          |  |        |  |
|--------------------------|--|----------|--|--------|--|
| Lot:                     |  | Section: |  | DP/SP: |  |
| House No:                |  | Street:  |  |        |  |
| Suburb:                  |  |          |  |        |  |

| B2 APPLICANT DETAILS |  |
|----------------------|--|
| Name/Company:        |  |

| B3 DESCRIPTION OF SUBDIVISION WORK TO BE CARRIED OUT  |
|---|
| <p><b>Description of development:</b></p> <ul style="list-style-type: none"> <li>• For example, if drainage is proposed, include information such as the type of drainage, size of piping etc.</li> </ul> |
|   |

| B4 ESTIMATED COST OF THE DEVELOPMENT (including materials and labour)   |
|---|
| <p>This is the estimated total cost of any construction for subdivision works, including GST and labour, as part of this Construction Certificate. The cost needs to reflect the costs on the Development Application form. Council checks your estimate against current building cost indices.</p> |
| <p><b>Cost to the nearest thousand (including materials and labour):</b>    \$</p>  |

## B5 DEVELOPMENT CONSENT

|  |                         |
|--|-------------------------|
| Development consent reference number:      |                         |
| Date of development consent:               |                         |
| Name of Consent Authority:                 | Kiama Municipal Council |
| Name of applicant for development consent: |                         |

### Conditions of Development Consent

You may need to refer to the conditions on the development consent to answer the following questions:

|   |    |     |
|---|----|-----|
| Are there any conditions of consent requiring documentation to be provided prior to the determination of this application?<br><b>Note:</b> Failure to address each development consent condition may incur additional fees in accordance with Council's adopted fees and charges. | No | Yes |
|---|----|-----|

### Local Infrastructure Contribution Payments

|   |    |     |
|---|----|-----|
| Does the development consent require payment of any Local Infrastructure Contribution Payments under Section 7.11 or 7.12 of the <i>Environmental Planning and Assessment Act 1979</i> (EP&A Act) (formerly Section 94 of 94A Contributions)? | No | Yes |
| If yes, have the fees been paid?  | No | Yes |

## PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

**Purpose of collection:** We are collecting your personal information in order to enable Council to assess this application in accordance with the *Environmental Planning and Assessment Act 1979*.

**Intended recipients:** The intended recipient of the information is Kiama Municipal Council.

**Supply:** While the supply of this information is voluntary, the personal information you provide will enable Council to assess this application in accordance with the *Environmental Planning and Assessment Act 1979*. If you cannot provide this information, Council will be unable to process your application(s).

**Access/Correction:** The personal information can be accessed by you and may be available to third parties in accordance with the Government Information (Public) Access Act and Council's Privacy Management Plan.

Your personal information may be disclosed to third parties for the purpose of compliance with the Government Information (Public) Access Act and Council's Privacy Management Plan.

You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*.

**Storage:** Kiama Council is the agency that holds the personal information. Council may be contacted on 02 4232 0444, or by email to: [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au) or at 11 Manning Street, Kiama. NSW. 2533.