

- Applicants are encouraged to make an appointment with Council staff to discuss the application prior to lodgement
- This checklist should be completed by the Applicant. Please confirm that your application contains all the relevant information required and then is uploaded to the NSW ePlanning Portal (Portal)
- Lodgement of your application will be delayed if the information below is not provided
- Include details for all related properties/sites where relevant

Information to be provided when lodging a Subdivision Works Certificate Application

Where a box exists in the column, this indicates that the information detailed in that row is required. Use the box to tick off each requirement as you gather the required information.

1 Application Documents

When you submit your application on the Portal you will need to upload each of the plans and documents via the Portal and select the corresponding document type from the list.

- All plans and associated documents must be named and saved as separate PDF documents in accordance with Councils Naming Convention referred to in the GUIDE
- Ensure documents are submitted once

2 Owners Consent

Owners Consent must be obtained prior to submitting an application. Ensure that the full and correct details for all of the owners are listed in the NSW ePlanning Portal application. Consent must be provided by the owner for Council to enter the land to carry out an inspection of the development site.

You may wish to use Council's 'Authority to lodge an application' form if the owner is not the applicant.

3 Conditions of consent

Copy of the Conditions of Consent from the relevant application along with supporting documentation proving conditions have been met

4 Receipt for any Long Service Levy or Contributions

Evidence that any applicable Long Service Levy has been paid.

The New South Wales Parliament has put a levy on building and construction work costing \$25,000 and above (inclusive of GST) in New South Wales.

A subdivision works certificate must not be issued until any long service levy has been paid (if \$25,000 or greater).

5 Plans

Detailed plans, drawn to a suitable scale, showing the existing and proposed subdivision pattern. These plans are to show the number of existing and proposed lots and the location of any existing and/or proposed roads.

6 Engineering Details

Detailed engineering plans showing any:

- Earthworks
- Roadworks
- Road pavement
- Road furnishings
- Stormwater drainage
- Water supply works
- Sewerage supply works
- Landscaping works
- Erosion control works

7 Utility Services

Details as to which public authorities have been consulted with as to the provisions of utility services to the land concerned.

Additional information as required

Council may ask for further information during the assessment process. If the answer is **YES** to any of the questions below then Council will require further information and/or plans (and possibly extra fees) to be submitted with the Subdivision Works Certificate. In this case it is suggested you speak to one of Council's Development and Building Assessment Officers, who are available between 8.30am and 11.00am weekdays for advice to ascertain what additional information is required. Supplying this information up-front can help reduce delays.

Does the development consent require:

YES

NO

- **A Compliance Certificate/s?**

A copy of relevant Compliance Certificate/s is required, where Council was not the Certifying Authority for the works.

- **A requirement to pay any section 7.11 contribution or section 7.12 levy?**

Copies of receipts for any section 7.11 contribution or section 7.12 levy that has been paid is required, where conditioned in the development consent.

- **A Planning Agreement?**

A copy of documentation proving requirements of any Planning Agreement have been met.

NOTE: The above questions and information are provided **only** for the purpose of assisting an applicant in the lodgement of a Subdivision Works Certificate. Even if Council accepts the application with all the boxes ticked "NO" Council may still request further information if it becomes necessary during the Construction Certificate assessment process.

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*, Council's Privacy Management Plan or if otherwise required by law.

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 or at 11 Manning Street, Kiama. NSW. 2533.